

Managing Animal Protocols & Studies (MAPS) Quick Guide

Creating a Modification

Responsible Office	Office of Animal Research Support (OARS)	Effective Date	6/15/16
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Logging into MAPs

To log into the MAPs application, the user must have the following:

- A Yale NetID
- Access to the YALE network (via wireless, direct network connection or via VPN)
- An internet web browser (preferred browsers - Safari, Chrome or Firefox)

Open the web based MAPS application within production: <https://ires-iacuc.yale.edu/IACUC-Prod/>

Modification Creation

All study staff with edit access on a protocol can submit a modification on an existing protocol. The PI will be notified by email when the modification is submitted.

Note: In order to ensure data integrity and have only one version of an approved protocol, only one modification may be processed at any given time. It is the PI's and study staff's responsibility to be in constant communication regarding the modification details being requested on a given protocol.

To create a modification, the user will log into MAPS and locate their protocol in the **Approved** tab on their home page. Upon clicking the protocol **Name**, the user will be directed to their protocol workspace.



User selects the 'Add Modification' on the left hand toolbar of the protocol workspace and populates the modification form to give a brief overview/summary of the modification.

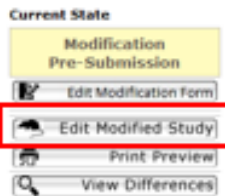
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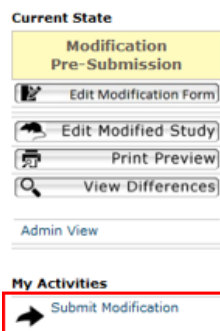
Note: Upon hitting finish, a copy of the protocol will be generated which can take a few minutes to complete.

When the copy is complete, the user will see the protocol in 'Modification Pre-Submission'. The user will select 'Edit Modified Study' and adjust the existing protocol to include the modification details.



Submit Modification

The submission of a modification can be performed by anyone in the 'Edit' study staff on the protocol. The user must be logged into the Click environment and select the 'Submit Modification' on the protocol workspace page.



Important Concepts regarding Modification

- Only one scientific modification can be created at a time. Once the initial scientific modification is approved, an additional modification can be entered for the given protocol.

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- Due to the administrative review process, multiple personnel and funding modifications can be submitted upon a given a protocol at one time.
- Note: If a personnel modification is requested, there is still an existing requirement for the study personnel to complete all their PQF.

Revision History

6/15/16;