



Drexel University
DragonSPOT Lab
Animals (IACUC)
Protocol
Amendment User
Guide

Office of Research and Innovation
Spring 2021

Contents

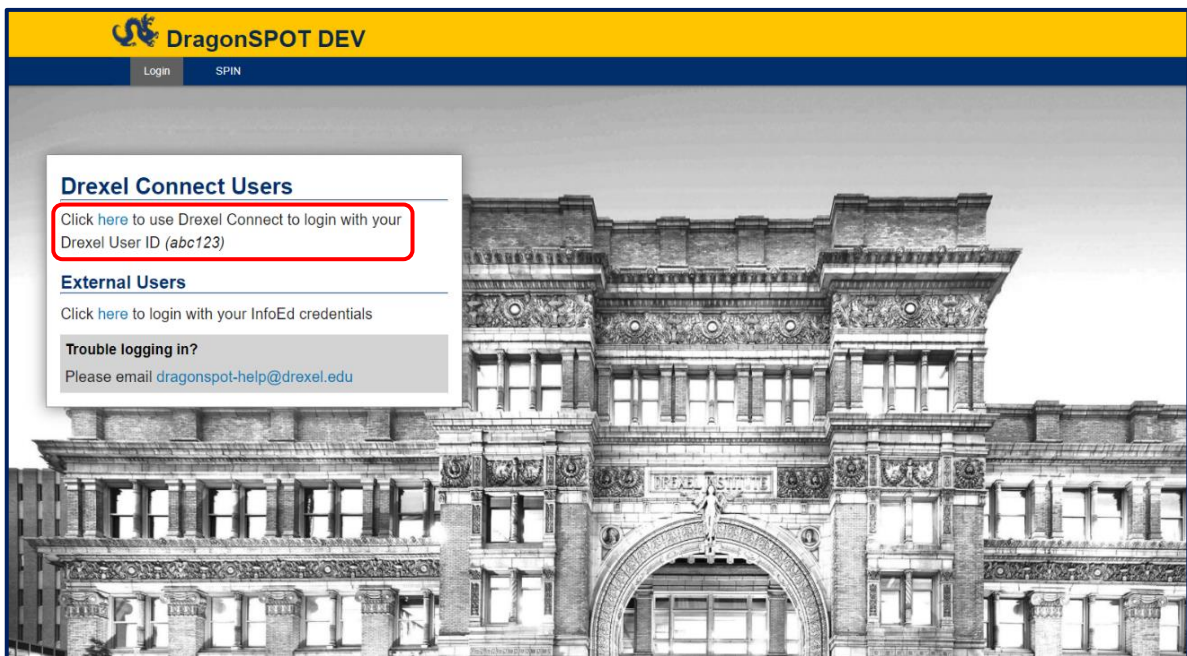
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Introduction

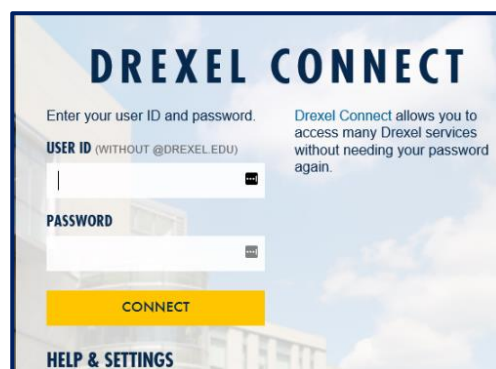
This guide is intended for researchers and PIs who are submitting an amendment to an existing IACUC protocol. It is assumed that some sort of IACUC protocol submission training or testing has been completed. Please refer to [Creating and Submitting your IACUC Protocol](#) prior to creating an Amendment.

Accessing Drexel’s DragonSPOT portal

- Log into Drexel’s DragonSPOT at <https://dragonspot.drexel.edu/>. Click the link under **Drexel Connect Users**: “Click here to use Drexel Connect to login with your Drexel User ID (abc123).”
 - ✓ *Note: You can access DragonSPOT on any of these browsers – Safari, Firefox, Chrome, or Microsoft Edge.*



- You will then be taken to the Drexel Connect page where you can log in with your Drexel user ID (abc123) and password.



Amending a Previously Submitted IACUC Protocol

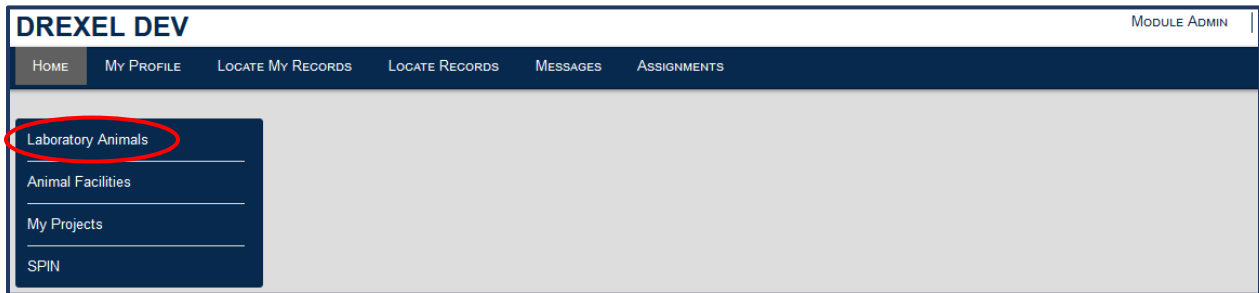
✓ **Note:** An Amendment should only be created on a protocol in an **“Approved”** record status.

There are several ways to create an amendment to a previously approved protocol. Both options will take you to the Amendment form to be modified; you can decide which method works best for you as you get more familiar working within the DragonSPOT system.

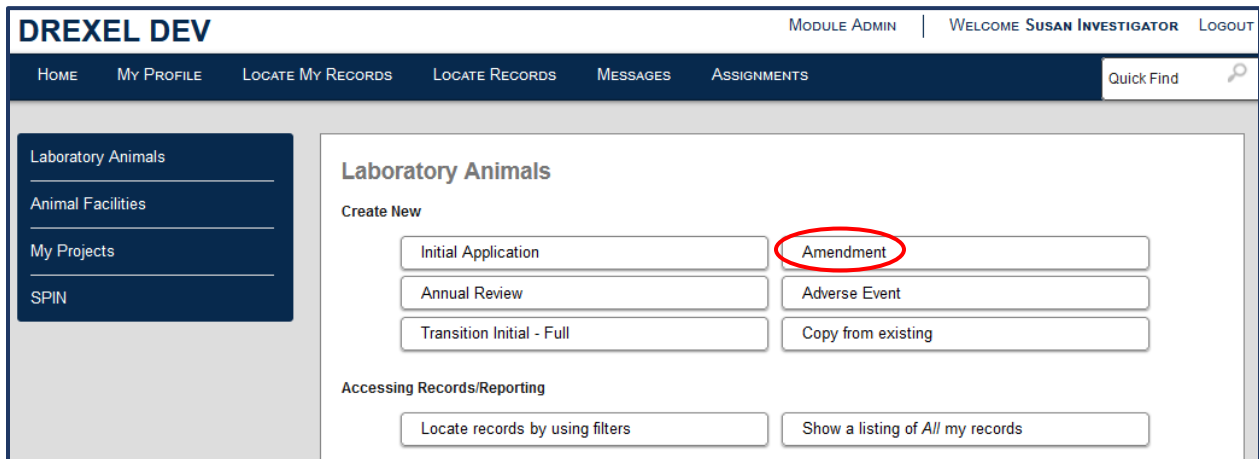
- Option A - Using the **Amendment** button from the **Laboratory Animals** module
- Option B - Using the **Create New/Amendment** option after locating the **Protocol** to be amended

Option A – Using the Amendment button from the Laboratory Animals module

- After logging in to DragonSPOT, you will be situated at your home page. Click on **Laboratory Animals** from left menu bar.



- Click on **Amendment** under the **Create New** header.



- This will open a new window allowing you to search for the specific protocol you wish to create an amendment for. This window has lots of detail and will look like the following image:

Add Animal Protocol
Close

Select by Number:

Apply Filters

Browse By

<p>Sponsor/Scheme: No Sponsors Found</p> <p>Primary Center/Program: <input type="text"/> <input type="button" value="Set"/></p> <p>Principal Investigator: <input type="text" value="- Select -"/></p> <p>Primary Assoc. Dept.: <input type="text" value="- Select -"/></p> <p>Primary Location: <input type="text"/> <input type="button" value="Set"/></p> <p>Review Board: <input type="text" value="- Select -"/></p> <p>Species: <input type="text" value="- Select -"/></p>	<p>Sponsor Type: No Sponsor Types Found</p> <p>Center/Program: <input type="text"/> <input type="button" value="Set"/></p> <p>Investigator: <input type="text" value="- Select -"/></p> <p>PI Department: <input type="text" value="- Select -"/></p> <p>Locations: <input type="text"/> <input type="button" value="Set"/></p> <p>Review Category: <input type="text" value="- Select -"/></p>
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For the following selections, the range may not exceed 90 days

Agenda Date Range: to

Approval Date Range: to

Approval From Date Range: to

Approval To Date Range: to

Submission Date Range: to

Protocol Status Select All

<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Chair Review	<input checked="" type="checkbox"/> Closed
<input checked="" type="checkbox"/> Co Investigator Modifications	<input checked="" type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Member Modifications
<input checked="" type="checkbox"/> Member Review Holding	<input checked="" type="checkbox"/> PI Approval	<input checked="" type="checkbox"/> In Development
<input checked="" type="checkbox"/> Passes Review	<input checked="" type="checkbox"/> Member Review	<input checked="" type="checkbox"/> Modifications Required
<input checked="" type="checkbox"/> Routing	<input checked="" type="checkbox"/> Send for FCR	
<input checked="" type="checkbox"/> IACUC Office		
<input checked="" type="checkbox"/> On Agenda		
<input checked="" type="checkbox"/> Send for DMR		

- One of the easiest ways to search for your existing, approved protocols is to use the bottom portion of the filter options under **Protocol Status**. First, check the **Select All** box once to add check mark to it, then select it a second time to **deselect** all the options.

Protocol Status
Select All

<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Chair Review	<input checked="" type="checkbox"/> Closed
<input checked="" type="checkbox"/> Co Investigator Modifications	<input checked="" type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Member Modifications
<input checked="" type="checkbox"/> Member Review Holding	<input checked="" type="checkbox"/> PI Approval	<input checked="" type="checkbox"/> In Development
<input checked="" type="checkbox"/> Passes Review	<input checked="" type="checkbox"/> Member Review	<input checked="" type="checkbox"/> Modifications Required
<input checked="" type="checkbox"/> Routing	<input checked="" type="checkbox"/> Send for FCR	
<input checked="" type="checkbox"/> IACUC Office		
<input checked="" type="checkbox"/> On Agenda		
<input checked="" type="checkbox"/> Send for DMR		

- All the statuses will be unselected.

Protocol Status Select All

<input type="checkbox"/> Approved	<input type="checkbox"/> Chair Review	<input type="checkbox"/> Closed
<input type="checkbox"/> Co Investigator Modifications	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Member Modifications
<input type="checkbox"/> Member Review Holding		
<input type="checkbox"/> Passes Review	<input type="checkbox"/> PI Approval	<input type="checkbox"/> In Development
<input type="checkbox"/> Routing		
<input type="checkbox"/> IACUC Office	<input type="checkbox"/> Member Review	<input type="checkbox"/> Modifications Required
<input type="checkbox"/> On Agenda		
<input type="checkbox"/> Send for DMR	<input type="checkbox"/> Send for FCR	

- Once all items are deselected, check the **Approved** box, then select the **Go** button at the top of the **Apply Filters** section:

Apply Filters

Browse By

<p>Sponsor/Scheme No Sponsors Found</p> <p>Primary Center/Program <input type="text"/> Set</p> <p>Principal Investigator <input type="text" value="- Select -"/></p> <p>Primary Assoc. Dept. <input type="text" value="- Select -"/></p> <p>Primary Location <input type="text"/> Set</p> <p>Review Board <input type="text" value="- Select -"/></p> <p>Species <input type="text" value="- Select -"/></p>	<p>Sponsor Type No Sponsor Types Found</p> <p>Center/Program <input type="text"/> Set</p> <p>Investigator <input type="text" value="- Select -"/></p> <p>PI Department <input type="text" value="- Select -"/></p> <p>Locations <input type="text"/> Set</p> <p>Review Category <input type="text" value="- Select -"/></p>
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For the following selections, the range may not exceed 90 days

Agenda Date Range

Approval Date Range

Approval From Date Range

Approval To Date Range

Submission Date Range

Protocol Status Select All

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Chair Review	<input type="checkbox"/> Closed
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- This will return a list of all approved protocols at the bottom of the page where you are the Primary Investigator. Click on the radio button of the protocol you wish to create an amendment for, and then click **Select**.

3 Records Found. Displaying pages 1 through 1 of 1

1

Number	Title	Sponsor/Scheme	PI	Select
LA-21-030	01/13/21 E2E Test Protocol (Round 1)		Investigator, Paul	<input type="radio"/>
LA-21-035	Testing testing 123 skd24 - Round1		Investigator, Paul	<input type="radio"/>
LA-21-350	New Protocol Created for Susan Investigator on 12-Mar-2021 9:45 PM		Investigator, Susan	<input checked="" type="radio"/>

- This will take you directly to the initial protocol record where you will begin adding the items to be amended. Note the **Amendment** tab on the left menu towards the bottom.



Menu
View PDF
Finalize Form
Validate
Submit

ADMINISTRATIVE INFORMATION

PROJECT OVERVIEW

DREXEL PERSONNEL

OUTSIDE INVESTIGATORS

ANIMAL INFORMATION

MAPPED SPECIES PAGE

ANIMAL LOCATION SECTION

NON-SURGICAL PROCEDURES AND BREEDING

SURVIVAL SURGERY

NON-SURVIVAL SURGERY

SPECIAL HUSBANDRY AND CARE

ANESTHETICS AND ANALGESICS

PAIN AND DISTRESS

OTHER AGENTS

POSTOPERATIVE, POSTPROCEDURAL, AND POSTANESTHESIA CARE

DISPOSITION OF ANIMALS

SAFETY

ASSURANCE STATEMENT

SUPPORTING DOCUMENTATION

AMENDMENT

ALL PAGES

ADMINISTRATIVE INFORMATION

Application to Use Animals in Research and Teaching
Assurance # A3222-01 USDA Registration # 23R-0180

Please see application instructions for more information on completing this form.

Protocol Number LA-21-350	Submission Number LA-21-350-04	Submission Type: Amendment
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* **1. Title of Your IACUC Study**
New Protocol Created for Susan Investigator on 12-Mar-2021 9:45 PM

* **Please select the Financial Sponsor of the Study:**
If you are unable to locate your sponsor, please search for 'Other', select and type in the text field your Sponsor

* **Is the funding from an external sponsor?**
 Yes No

* **3. Principal Investigator** (must be faculty, postdoctoral fellow, medical/dental resident or visiting scientist)
Investigator, Susan
Degree
Title Investigator
Address 1 3141 Chestnut Street
Email chr43@drexel.edu
Phone 5555555555
Department DU & ANS

* **6. Review Status of Protocol**
Completely new protocol

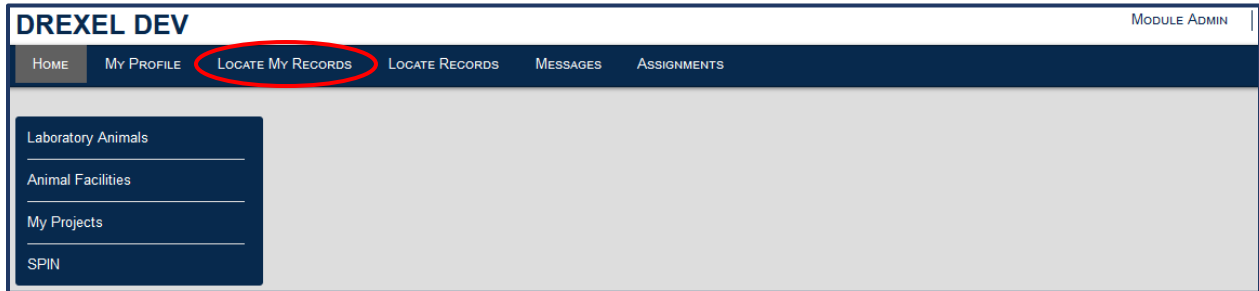
PROJECT OVERVIEW

8. **Non Scientific Summary:**
Please provide a brief, non-technical description of the research or teaching project, outlining the goals and significance of this study. This description should be understandable by non-scientists. Do not include technical details. Do not cut and paste text from your grant. This should be no more than 5-8 lines.

✓ **Note: Proceed to [Completing an Amendment Form.](#)**

Option B – Using the **Create New/Amendment** option after locating the Protocol to be amended

- After logging in to DragonSPOT, you will be situated at your home page. Click on **Locate My Records** from the blue banner bar.



- This will display all protocols that you have submitted as an investigator. The page will display the protocol results, detailing the **Record Number**, you as the **Record Owner**, **Record Title**, **Record Type** and **Record Status**.

Results found: 41 Switch Owner: You Export to Excel

20 items per page 21 - 40 of 41 items

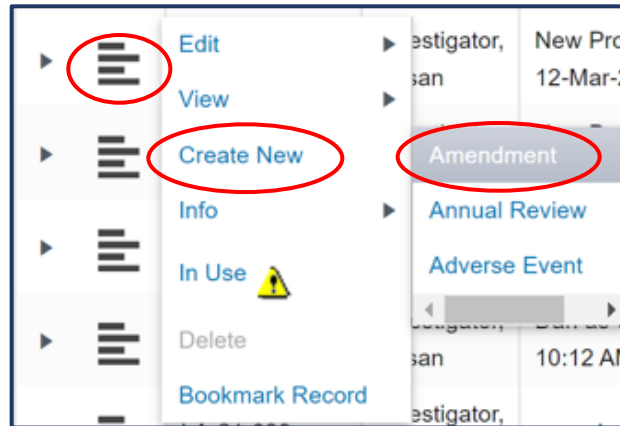
Drag a column header and drop it here to group by that column

	Record Number	Record Owner	Record Title	Record Type	Record Status
▶	LA-21-114	Investigator, Paul	New Protocol Created for Paul Investigator on 04-Feb-2021 9:35 AM	Animal Facilities Management	Approved
▶	LA-21-114	Investigator, Paul	New Protocol Created for Paul Investigator on 04-Feb-2021 9:35 AM	Lab Animals Protocol	Approved
▶	LA-21-086	Investigator, Paul	New Protocol Created for Paul Investigator on 26-Jan-2021 12:59 PM	Lab Animals Protocol	In Development

- In the above example, note that the same protocol number is listed for both **Animal Facilities Management** and **Lab Animals Protocol**, and both are in an **Approved** record status. *Amendments will only be used for the **Lab Animals Protocol** record type.*

▶	LA-21-350	Investigator, Susan	New Protocol Created for Susan Investigator on 12-Mar-2021 9:45 PM	Lab Animals Protocol	Approved
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- Click on horizontal bars to the left of the protocol number you will be creating an Amendment for, move your mouse over to the menu options it displays, hover over **Create New**, move to **Amendment**, and click.



- This will take you directly to the initial protocol record where you will begin adding the items to be amended. Note the **Amendment** tab on the left menu towards the bottom.

 A screenshot of the Drexel University IACUC web application. The top header includes the Drexel University logo and navigation buttons: Menu, View PDF, Finalize Form (checked), Validate, and Submit. On the left is a vertical sidebar with various menu items. The 'AMENDMENT' item is circled in red. The main content area is titled 'ADMINISTRATIVE INFORMATION' and contains the following details:

Application to Use Animals in Research and Teaching
 Assurance # A3222-01 USDA Registration # 23R-0180
 Please see application instructions for more information on completing this form.

Protocol Number LA-21-350	Submission Number LA-21-350-04	Submission Type: Amendment
-------------------------------------	--	--------------------------------------

* 1. **Title of Your IACUC Study**
New Protocol Created for Susan Investigator on 12-Mar-2021 9:45 PM

* **Please select the Financial Sponsor of the Study:**
If you are unable to locate your sponsor, please search for 'Other', select and type in the text field your Sponsor

* **Is the funding from an external sponsor?**
 Yes No

* 3. **Principal Investigator** (must be faculty, postdoctoral fellow, medical/dental resident or visiting scientist)
 Investigator, Susan
Degree
 Title Investigator
Address 1 3141 Chestnut Street
Email chr43@drexel.edu
Phone 5555555555
Department DU & ANS

* 6. **Review Status of Protocol**
 Completely new protocol

PROJECT OVERVIEW

8. **Non Scientific Summary:**
 Please provide a brief, non-technical description of the research or teaching project, outlining the goals and significance of this study. This description should be understandable by non-scientists. Do not include technical details. Do not cut and paste text from your grant. This should be no more than 5-8 lines.

Completing an Amendment Form

✓ **Note:** You will need to “uncheck” the Finalize Form box to make any changes to the protocol record. Also note the Submission Type is listed as an Amendment.

Drexel UNIVERSITY Menu View PDF **Finalize Form** Validate Submit

ADMINISTRATIVE INFORMATION

ADMINISTRATIVE INFORMATION

Application to Use Animals in Research and Teaching
Assurance # A3222-01 USDA Registration # 23R-0180
Please see application instructions for more information on completing this form.

Protocol Number **Submission Number**
LA-21-350 LA-21-350-04

Submission Type:
Amendment

* **1. Title of Your IACUC Study**
New Protocol Created for Susan Investigator on 12-Mar-2021 9:45 PM

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If you are unable to locate your sponsor, please search for 'Other', select and type in the text field your Sponsor

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* **6. Review Status of Protocol**
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ADMINISTRATIVE INFORMATION

PROJECT OVERVIEW

AMENDMENT

ALL PAGES

✓ **Note:** The recommended procedure for completing an Amendment is to make all the changes in the protocol form first, using the left menu sections for navigation. Once those changes are made, you should then open the **Amendment** tab and record the summary of the changes made to the protocol.

- Following our recommendation, select all sections from the left menu that you wish to make changes to the protocol and update as necessary.

Drexel UNIVERSITY Menu View PDF Finalize Form Validate Submit

ADMINISTRATIVE INFORMATION

Application to Use Animals in Research and Teaching
Assurance # A3222-01 USDA Registration # 23R-0180
Please see application instructions for more information on completing this form.

Protocol Number	Submission Number	Submission Type:
LA-21-350	LA-21-350-04	Amendment

* **1. Title of Your IACUC Study**
New Protocol Created for Susan Investigator on 12-Mar-2021 9:45 PM

* **Please select the Financial Sponsor of the Study:**
If you are unable to locate your sponsor, please search for 'Other', select and type in the text field your Sponsor

* **Is the funding from an external sponsor?**
 Yes No

* **3. Principal Investigator** (must be faculty, postdoctoral fellow, medical/dental resident or visiting scientist)
Investigator, Susan
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* **6. Review Status of Protocol**
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PROJECT OVERVIEW

8. Non Scientific Summary:
Please provide a brief, non-technical description of the research or teaching project, outlining the goals and significance of this study. This description should be understandable by non-scientists. Do not include technical details. Do not cut and paste text from your grant. This should be no more than 5-8 lines.

- Once all the changes have been made in the protocol form, select **Amendment** from the left menu near the bottom and this will take you to the **Amendment Form** page.

✓ *Note: This is the top half of the Amendment form, describing instructions on how to complete the amendment process:*

AMENDMENT FORM

To amend your protocol, please complete the following steps.

1. Modify the desired sections directly on the protocol e-form.
2. On the amendment form below, check all boxes corresponding to the modified sections. Please briefly describe the change in the textbox.

Please remember to update ALL sections of the e-form related to your requested change.

Example:

*If you're amending the protocol to **add breeding** you may need to modify the following sections:*

- **Animal Information**-if you will increase the number of animals produced, purchased or used due to the addition of breeding, you may need to update the number justification
- **Mapped Species**-if you will increase the number of animals produced or purchased, you may need to update total number of animals
- **Non-Surgical Procedures and Breeding**-update with breeding information.
- **Pain and Distress**-if total number of animals has been changed, the number of animals in each pain category will need to be updated
- **Disposition of animals**-if total number of animals has been changed, the disposition of animals table will need to be updated with the new total of animals

*If you're amending the protocol to **add a surgical procedure**, you may need to modify the following sections:*

- **Animal Information**-if you need to add animals to accommodate the surgical procedure
- **Mapped Species**-if you need to add animals to accommodate the surgical procedure
- **Animal Location Section**-add location of surgical procedure
- **Survival Surgery**-update with the surgery information
- **Pain and Distress** -if the procedure will involve an increase in pain or additional animals
- **Anesthetics and Analgesics**-if you need to add anesthetics or analgesics for the procedure
- **Post-operative postprocedural, and post anesthesia care**-describe the care post-surgery
- **Disposition of animals**-if the total number of animals has been changed, the disposition of animals table will need to be updated with the new total of animal

Please check all applicable changes and briefly describe the change in each textbox.

✓ *Note: This is the bottom half of the Amendment form, showing all the check boxes to select to make appropriate changes to the protocol:*

Please check all applicable changes and briefly describe the change in each textbox.

- Change in administrative information (title, PI, etc.)
- Change in project overview
- Change in personnel
- Change in animal information -use of animals in ways such that the original number justification would not apply ex: different procedures, or new pilot studies (justification)
- Change in animal location
- Changes to non-surgical procedures
- Changes to survival surgery
- Change to non-survival surgery
- Change in Special Husbandry and Care
- Changes to Anesthetics and Analgesics
- Change in pain or distress levels
- Change to Other Agents
- Changes to Postoperative or Postprocedural care
- Changes to disposition of animals
- Changes to Safety
- Other Changes
- * **I acknowledge I have read and selected the appropriate change type on this page**

- Select all the appropriate check boxes that correspond to the specific menu sections that you made changes to in the protocol. Once the box is selected, a text box will appear below it to provide a brief description of the change. For example, the screenshot below shows text boxes once a box is selected for you to make a change:

Change in administrative information (title, PI, etc.)

* Please Describe:

Change in project overview

* Please Describe:

Change in personnel

Change in animal information -use of animals in ways such that the original number justification would not apply ex: different procedures, or new pilot studies (justification)

Change in animal location

Changes to non-surgical procedures procedures

* Please Describe:

Changes to survival surgery

✓ *Note: You may want to consider creating a separate amendment for making changes to the **Personnel** section. Changes in Personnel can usually be done via an Administrative Review.*

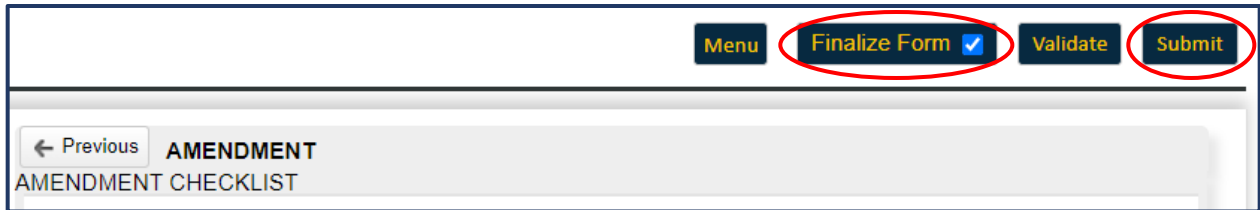
- After you briefly describe the changes in each of the sections that have been selected, please check the box at the bottom of the Amendment form acknowledging the changes,...

Other Changes

* I acknowledge I have read and selected the appropriate change type on this page

← Previous

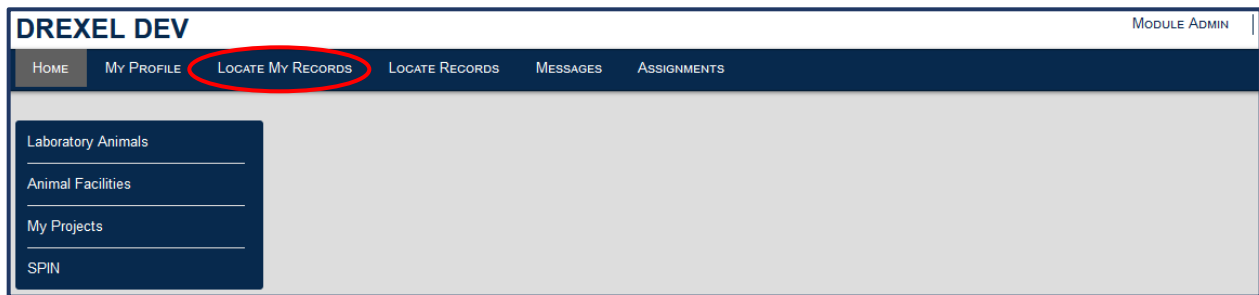
- ... re-finalize the form by checking the box at the top of the **Amendment** page, and then click **Submit**.



✓ **Note:** *The Amendment is now complete and has been routed to the IACUC Coordinator for review.*

Viewing Submitted Amendments

- Finding records you have previously submitted in DragonSPOT is simple. To begin, please click the **Locate My Records** tab on the DragonSPOT homepage.



- Locate your record from the list and click on the horizontal bars as shown below



- Upon clicking the horizontal bars, a menu will appear. Please select the **View** button and click the record you would like to open. A new window will appear where you can see your record.

