



## IACUC ASSISTANT

---

*IACUC Reports*

Version 11.02

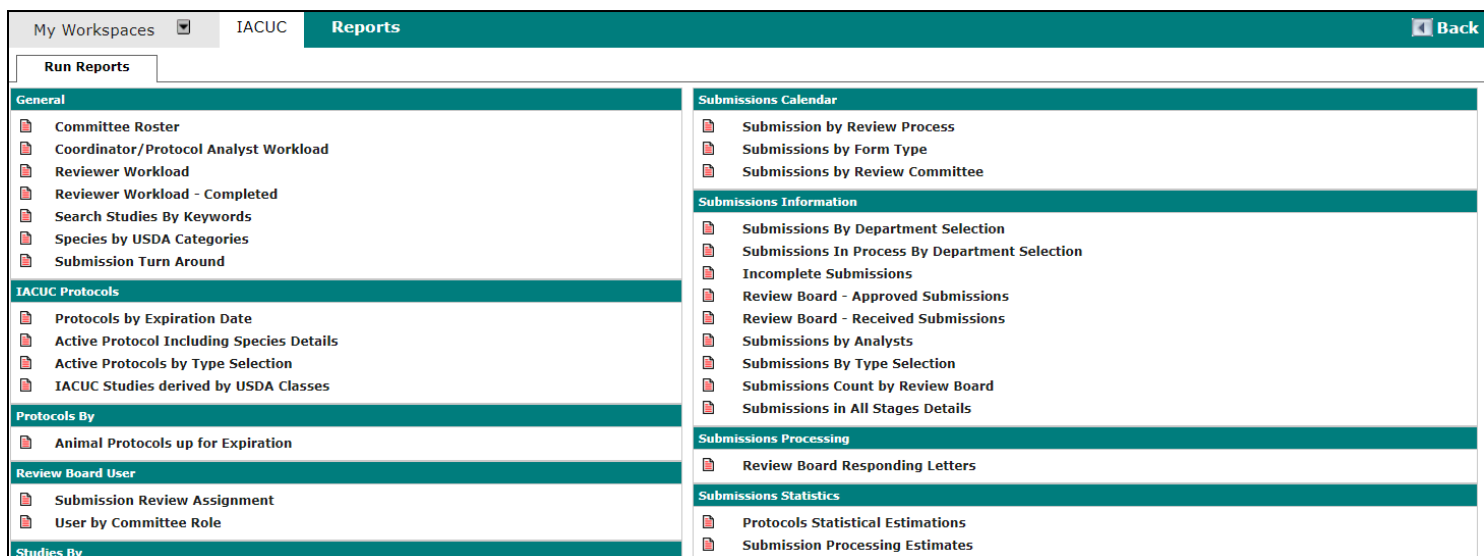
## Contents

Run Reports.....	3
IACUC Reports.....	4
General.....	4
Committee Roster.....	4
Coordinator/Protocol Analyst Workload.....	5
Reviewer Workload.....	5
Reviewer Workload – Completed.....	5
Search Studies by Keywords.....	5
IACUC Protocols.....	5
Protocols by Expiration Date.....	5
Active Protocol Including Species Details.....	5
IACUC Studies derived by USDA Classes.....	6
Active Protocols by Type Selection.....	6
Review Board User.....	6
User by Committee Role.....	6
Studies By.....	6
Studies by Department.....	6
Studies by Device and Status.....	6
Studies by Drug.....	7
Studies by Drug and Status.....	7
Studies by Expiration and Status.....	7
Studies by Funding.....	8
Studies by Status.....	8
Studies by User.....	8
Studies up for Expiration (in 120 days).....	8
Submission Statistics.....	8
Protocols Statistical Estimations.....	8
Submission Processing Estimates.....	9
Submissions List.....	9
Approved Submission(s) by Form Name.....	9
Submission Responses Reviewed.....	9
Submission On Agenda.....	9
Submission Process Tracking.....	10

Approved Submission Rounds.....	10
Submission Approval Duration.....	11
Submission Completion Duration.....	11
Submission Personnel Performance.....	11
Submission Task History.....	11
Submissions Calendar.....	11
Submissions by Review Process.....	11
Submissions by Form Type.....	12
Submissions by Review Committee.....	12
Submissions Information.....	13
Submissions by Department Selection.....	13
Submissions in Process by Department Selection.....	13
Completed Submissions.....	13
Incomplete Submissions.....	13
Review Board – Approved Submissions.....	13
Review Board – Received Submissions.....	13
Submissions by Analyst.....	13
Submissions by Type Selection.....	14
Submissions Count by Review Board.....	14
Submissions in All Stages Details.....	14
Submissions Processing.....	14
Review Board Responding Letters.....	14
Training.....	15
Expired Training.....	15
Training to Expire.....	15

# IACUC Assistant - Reports

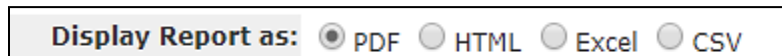
This manual takes you through the operation of the reports available in IACUC Assistant. Each report is listed in this document, with a summary of what the report pulls. Reports are available within the **Reports** IACUC Assistant menu item. Reports can be built using the iRIS Report Builder, but the reports discussed here are the pre-canned reports that come with the IACUC Assistant module.



## Run Reports

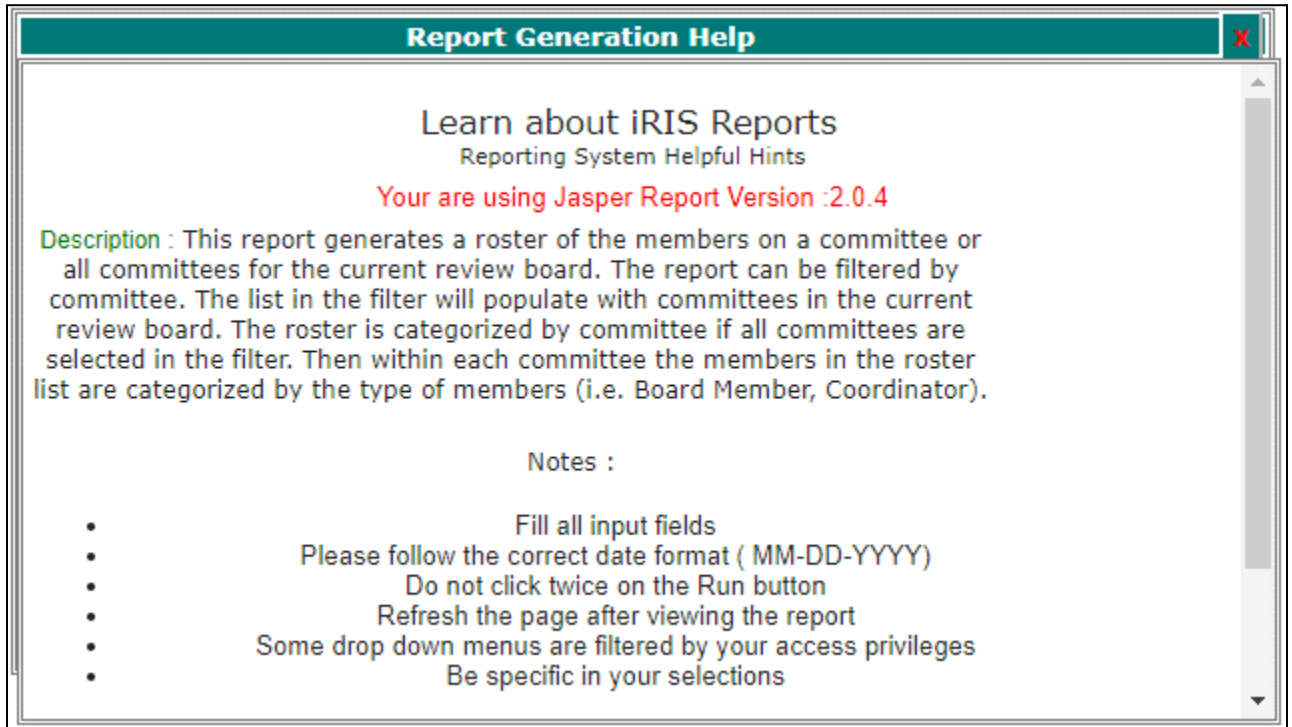
The Reports page lists the available reports grouped into a variety of categories. Clicking on a report link allows you to run and set specific parameters for the report. The parameters and filter options for each report vary based on the requested information.

Within each report, you have the option to display the report in PDF, HTML and Excel format.



When you click the **Helpful Information** button, the **Report Generation Help** window populates.

The window displays notes that assist you in running the report and displays the description of the report.



## IACUC Reports

The following portion of this document lists the different report groups and the reports within each group, explaining the report filters and what information the report pulls. Your list of reports may or may not contain the same options, depending on your configuration.

### General

#### Committee Roster

This report allows you to generate a roster of the members on a specific committee or all committees for the review board. The report can be filtered by committee. The filter option populates with committees in the current review board. The roster is categorized by committee if all committees are selected as the filter option. Within each committee, the members in the roster list are categorized by the type of members (i.e. Board Member, Coordinator).

#### Coordinator/Protocol Analyst Workload

This report allows you to examine the workload of assigned analysts. It displays a listing and count of completed submissions that were assigned to analysts. The report can be filtered by committee and submission date range. The submissions are categorized by Assigned Analyst and at the bottom of the listing there is a count for each analyst. Each listing displays the Submission Form Name, Review Process, RB Number, PI Name, and Date Received.

## Reviewer Workload

This report allows you to examine the workload of assigned reviewers. This report displays a listing and count of submissions that have reviewers assigned to them. The report can be filtered by committee and reviewer notification date range. The submissions are categorized by Reviewer and at the bottom of the listing there is a count for each Reviewer. Each listing displays the Submission Type, Assigned Process, RB Number, Reviewer Rank, Meeting Date (if applicable), and Outcome of the submission.

## Reviewer Workload – Completed

This report is similar to the Reviewer Workload; however, only reviews that have been marked as “Complete” display when this report is ran.

## Search Studies by Keywords

This report allows you to search all studies based on certain keywords in the study title. One of the filters is the search keywords separated by commas. You can choose to search by “All words” or “Any word” when searching for keywords in the Study Title. For example, if you want to find all studies with titles that have the words “test” *and* “demo” in them, you would enter “test, demo” in the first text box. Then, make sure that the “All words” radio button is selected. The studies with “test” *and* “demo” in the study title populate in the report. If you wanted all studies with titles that had either “test” *or* “demo” in them, click the “Any word” radio button. The studies with either of the words “test” or “demo” in the study title populate in the report. The studies can also be filtered by Study Status. Each listing includes the Study Title, RB Number, Continuing Review Due Date, RB Expiration, Status, and PI.

My Workspaces ▾ IACUC **Search Studies By Keywords** [Back](#)

Description: Search is based on tokens inside the study title [Helpful Information](#) [Run Report](#)

Display Report as:  PDF  HTML  Excel  CSV

Please enter search value :

Please choose searching method  All words  Any word

Select Study Status  ▾

## IACUC Protocols

### Protocols by Expiration Date

This report lists all the studies that have an expiration date within the filtered range. The list can also be filtered by Study Status. Each listing gives the Study Number, Faculty, Study Title, Funding, Initial Approval, Renewal Date, and Expiration Date.

### Active Protocol Including Species Details

This report lists all the studies filtered by the set study status and highlights the type of species and the number of requested, approved, used, and remaining species within the study. Along with this information, each listing includes the Faculty, IACUC Number, Title, Initial Review Date, Renewal Date, and Expiration Date.

### IACUC Studies derived by USDA Classes

This report lists all studies associated with the filtered study status and USDA Class. The report first displays a graph representing a summary of studies by the selected USDA Class. Along with this information, each listing includes the IACUC Number, Faculty, Title, Initial Review Date, Renewal Date, and Expiration Date.

## Active Protocols by Type Selection

This report lists all studies associated with the filtered study status. Along with this information, each listing includes the Title, USDA Class, Study Alias, Faculty, Initial Review Date, Renewal Date, and Expiration Date.

## Review Board User

### User by Committee Role

This report displays the committee members for a specified role along with their e-mail addresses. The report can be filtered by the Committee Role.

## Studies By

### Studies by Department

This report displays the studies associated to various departments in the system. You can filter the results by a certain study or all studies, by Study Status, School Code, Department Code, Department Name, and/or Institution Name. The report groups the results by Department. The report lists the Study Title, RB Number, PI Name, Continuing Review Date, Study Status, Expiration Date, and Initial Approval Date.

My Workspaces ▾ IACUC
**Studies By Department**
⏪ Back

Helpful Information Run Report

Display Report as:  PDF  HTML  Excel  CSV

Select Study or Click on the black icon to select all Studies:  Find Select All

Select Study Status:

Please Select School Code:

Please Select Department/Site Code:

Please Select a Department/Site Name:

Select Institution:

### Studies by Device and Status

This report displays the studies using a device. It can be filtered by Device or Study Status. Select the devices to add in the **Device to Add** box and click the arrow on the right between both boxes to move it to the **Added Devices** box. Multiple devices can be added at once by clicking and dragging to select multiple or using the ctr I+ click method. The report contains the Study Title, RB Number, RB Expiration, RB Initial Approval, and RB Continuing Review Due Date.

My Workspaces ▾ IACUC
**Studies by Device and Status**
⏪ Back

Helpful Information Run Report

Display Report as:  PDF  HTML  Excel  CSV

Device Selection List

Device to Add:

Neuropsychiatric, EEG- Based Assessment Aid (NEBA)  
 PCR

<<<

>>>

Added Devices :

Please select a Study Status:

### Studies by Drug

This report displays the studies using a specified drug(s). You can filter by Trade Drug Name, Generic Drug Name, and Investigational Drug Name. Each listing will show you the Study Title, RB Number, RB Expiration, RB Initial Approval Date, RB Continuing Review Due Date, and any Study Personnel on the study, along with their designated roles.

My Workspaces IACUC **Studies By Drug** Back

Display Report as:  PDF  HTML  Excel  CSV Helpful Information Run Report

Please Select an Investigational Drug Name

Please Select a Generic Drug Name

Please Select a Trade Drug Name

### Studies by Drug and Status

This report displays studies using a specified drug(s). The filters allow for more drugs to be selected when filtering the results and study status can also be used as a filter. Each listing will show you the Study Title, RB Number, RB Expiration, RB Initial Approval Date, RB Continuing Review Due Date, and any Study Personnel on the study, along with their designated roles.

My Workspaces IACUC **Studies by Drug and Status** Back

Display Report as:  PDF  HTML  Excel  CSV Helpful Information Run Report

Please select a study status

Please select Trade Drug

Drugs to Exclude:	Added Drugs:
Amoxicillin Amoxicillin A101-0910 Aspirin 58 - AC11019-10010	

Please Select Generic Drug

Drugs to Exclude:	Added Drugs:
Amoxicillin Amoxicillin A101-0910 Aspirin 58 - AC11019-10010	

Please select Investigational Drug

Drugs to Exclude:	Added Drugs:
Amoxicillin A101-0910 Aspirin 58 - AC11019-10010	

### Studies by Expiration and Status

This report displays studies filtered by expiration date range and study status. Each listing includes the Study Title, RB Number, RB Initial Approval, RB Expiration Date, and Continuing Review Due Date, along with the PI(s), Co-Investigator(s), Coordinator(s) and any departments associated to the study.

My Workspaces IACUC **Studies by Expiration and Status** Back

Display Report as:  PDF  HTML  Excel  CSV Helpful Information Run Report

Please enter start Expiration Date

Please enter end Expiration Date

Please choose Study Status

### Studies by Funding

This report displays studies filtered by Internal Funding source and Study Status. The option of showing the PI and/or Co-Investigator can also be set. The report then generates a list of studies funded by the chosen internal funding source and study status. Each listing includes the Study Title, RB Number, RB Initial Approval and RB Expiration Date, along with the PI(s) and Co Investigator(s) (if you have chosen to display them).

My Workspaces ▼
IACUC
Studies by Funding
Back

Helpful Information
Run Report

Display Report as:  PDF  HTML  Excel  CSV

Please select a funding source:

Select study status:

### Studies by Status

This report displays studies filtered by study status. You can choose to filter by 'All' which will group the list of studies by study status. If you select a specific study status, only those studies with that status will display. The Study Title, RB Number, RB Initial Approval Date, RB Expiration Date, Continuing Review Due Date, and PI are displayed.

My Workspaces ▼
IACUC
Studies by Status
Back

Helpful Information
Run Report

Display Report as:  PDF  HTML  Excel  CSV

Select status:

### Studies by User

This report displays studies filtered by associated users and study status. Each listing gives you the Study Title, the selected user's role for that study, RB Number, RB Initial Approval, RB Expiration Date, and RB Continuing Review Due Date, along with any Funding Agencies, Drugs, Devices, and Co Investigators.

My Workspaces ▼
IACUC
Studies by User
Back

Helpful Information
Run Report

Display Report as:  PDF  HTML  Excel  CSV

Please select a user:

Select study status:

### Studies up for Expiration (in 120 days)

This report displays all expired studies and studies that will expire within the next 120 days. It excludes studies that are pending submission for continuing review.

My Workspaces ▼
IACUC
Studies up for Expiration (in 120 days)
Back

**Description:** This report shows all expired studies and studies that will be expired in 120 days. It excludes protocols with pending submission for continuing review

Helpful Information
Run Report

Display Report as:  PDF  HTML  Excel  CSV

## Submission Statistics

### Protocols Statistical Estimations

This report displays several different statistical analyses about studies, filtered by date range and committee selection. The period being analyzed is given in the period description and then the count of that event happening within the selected date range. Mean, Standard Deviation, Median, Minimum, and Maximum are also given.

### Submission Processing Estimates

This report displays a number of different statistical analyses about the Initial Review Submission Process filtered by a Date Range. The period of time being analyzed is given in the Event Being Measured column and the days for that event is given in the Count column. Also provided are the Median, Average, Standard Deviation, Minimum and Maximum counts.

## Submissions List

### Approved Submission(s) by Form Name

This report displays Approved Submission(s) by submission form name. In order for the submission to be listed in the report, it must be marked as completed by the review board. You can filter the report by Study, Department, Submission Start and End date and Submission Form Name. (Note: Unit of measure in days.)

My Workspaces ▾ IACUC
Approved Submission(s) by Form Name
Back

Description: "This report is for All Types of Submissions, the Time Unit in the Report is Day Unit"

Helpful Information
Run Report

Display Report as:
 PDF
 HTML
 Excel
 CSV

Select Study:

Find
Select All

Select Department:
All ▾

Submission Start Date:

📅

Submission End Date:

📅

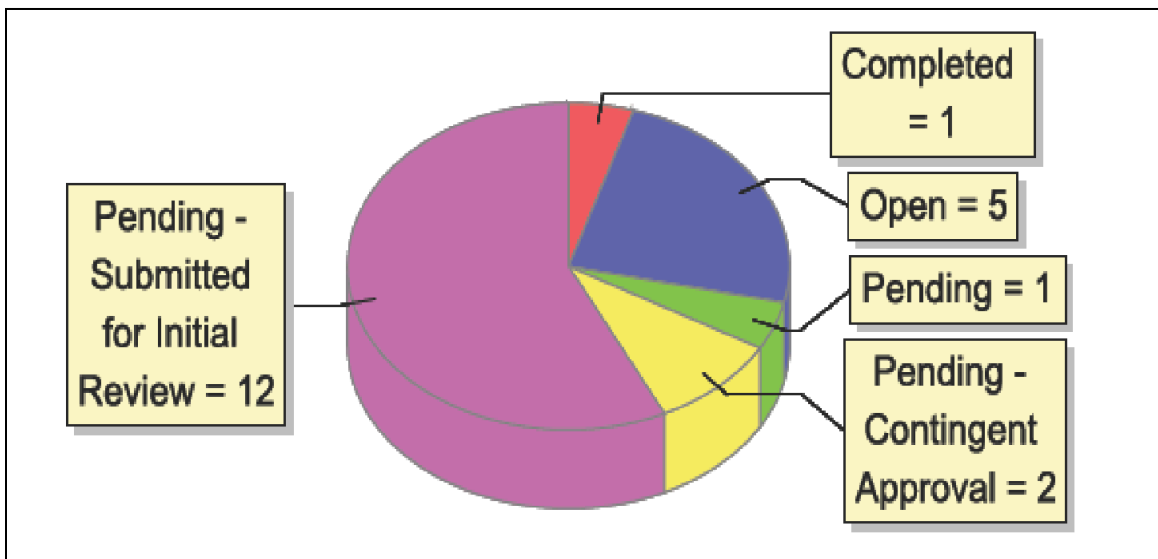
Submission Form Name:
All ▾

### Submission Responses Reviewed

This report displays all the submission responses that have been reviewed by the board. Study, Department, and submission Date Range can be used to filter the report. Each listing is divided into categories by studies. The report then calculates the reviewing time of each submission response received. The average reviewing time for each study is represented in a bar chart in the report.

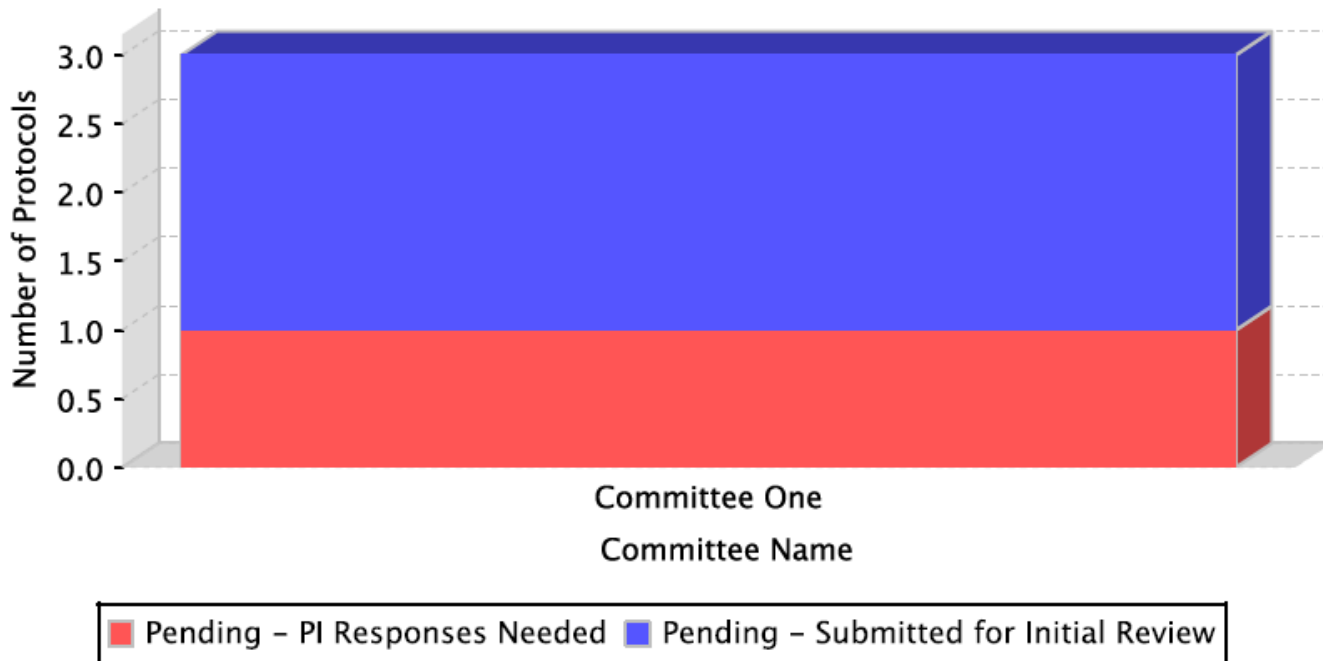
### Submission On Agenda

This report displays the submissions on the agenda per committee. The report can be filtered by Study and a Date Range. The submissions are then categorized by committee. After each committee category list, the report displays a pie chart displaying all the submissions listed according to their current status.



This report also displays a bar chart. This chart compares the number of submissions on the agenda for each committee, and further divides the column for each committee to represent the number of submissions per status.

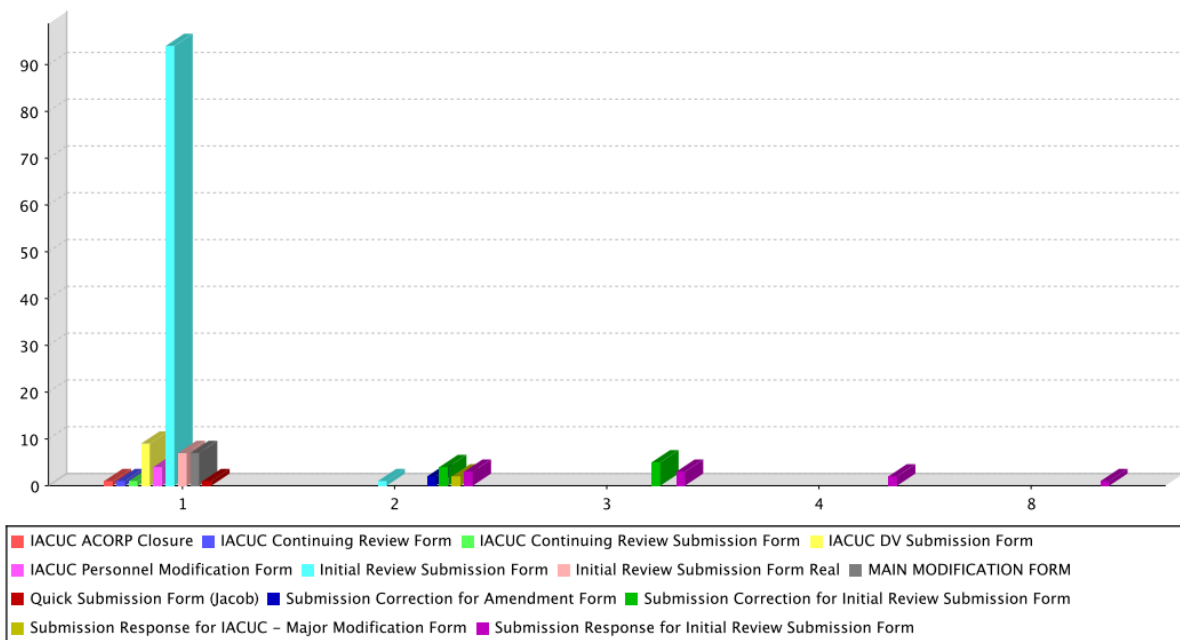
### Committees On Agenda Submission Per Study Status



## Submission Process Tracking

### Approved Submission Rounds

This report displays the count of all approved submissions divided into rounds and then subdivided into the type of form. You can filter this report by Date Range and Study. The report also calculates the average duration of the review process. The report displays a bar chart comparing the number of approved submissions per round and further divides the rounds into the types of forms.



### Submission Approval Duration

This report displays the submission approval duration measured in days and the number of iterations (rounds) beginning with the first submission form submitted to the review board. The round number listed in the report indicates the round in which the submission was approved.

### Submission Completion Duration

This report displays the duration (in days) to complete a submission regardless of the final outcome. You can filter this report by Study and Submission Form type. The listing includes the Reference Number, RB Number, Study Number, Starting Form Name, Submission Date, Completed Date, and Duration.

### Submission Personnel Performance

This report displays how personnel are performing with regards to time spent on submissions. You can filter by specific Study Roles, Study, Round Number, Study Status, and Date Range of the records completed. The report divides the list of submissions by each member of the personnel that completed the submission. It then provides you the time it took to complete each submission. It also contains information about each submission regarding the Round, Reference Number, Form Name, and the Date Received. The generated bar chart displays a comparison of the total amount of time spent on the submissions in each round for each study personnel.

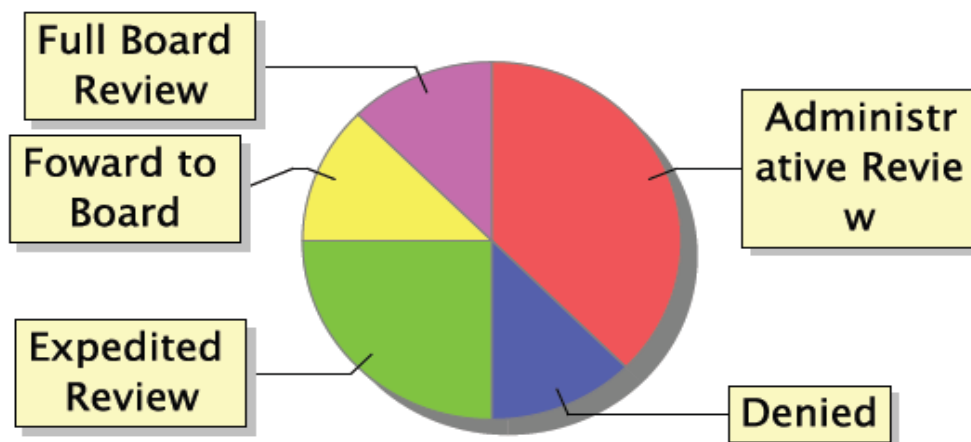
### Submission Task History

This report displays the task and event history of a submission(s). You can filter the report by Study, Date Range, and Study Status. The report categorizes the listing of all the tasks into the corresponding submission. Along with the name of the study displayed in each category is the Study Status and the Study Number. Each task listing contains information about the Event, the Submission Date, the Start and End Time, Event Status, and the Duration of the Event.

### Submissions Calendar

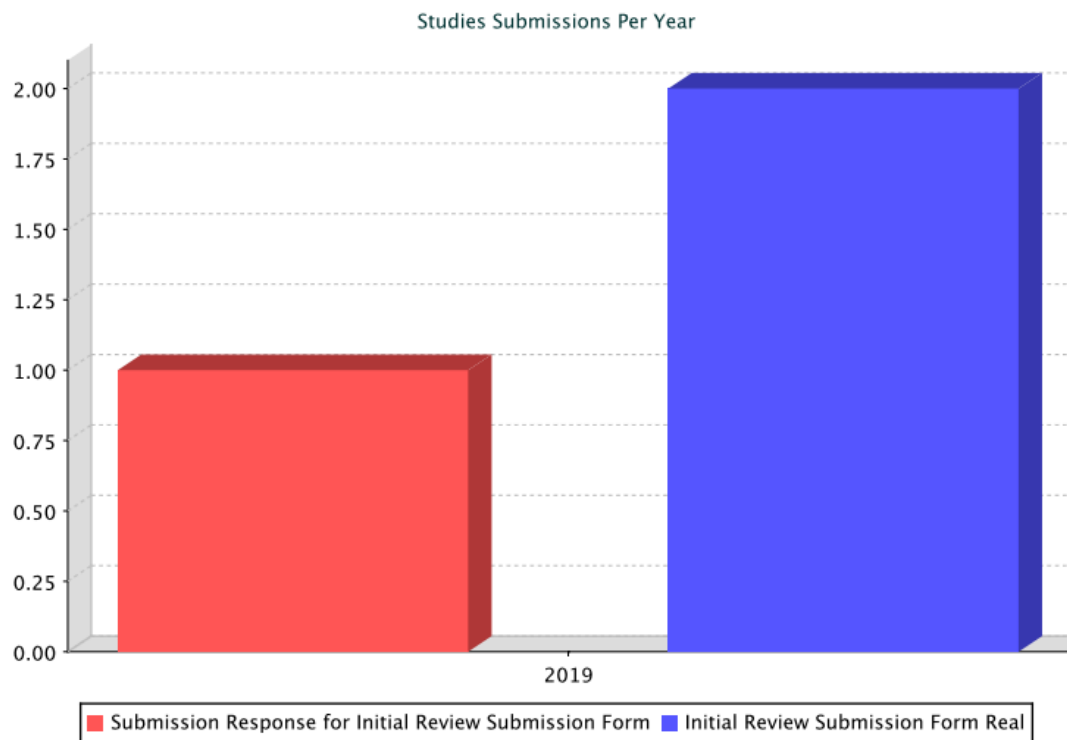
#### Submissions by Review Process

This report displays a count of submissions by review process for each month and year. A Date Range can filter the report. Within each month is a division of the submissions count into the type of review process assigned, and then within each review process is a subdivision into the type of submission. The total count of submissions is calculated for each month and year. The report contains a pie chart comparing the number of submissions for each type of review process similar to the one shown below.



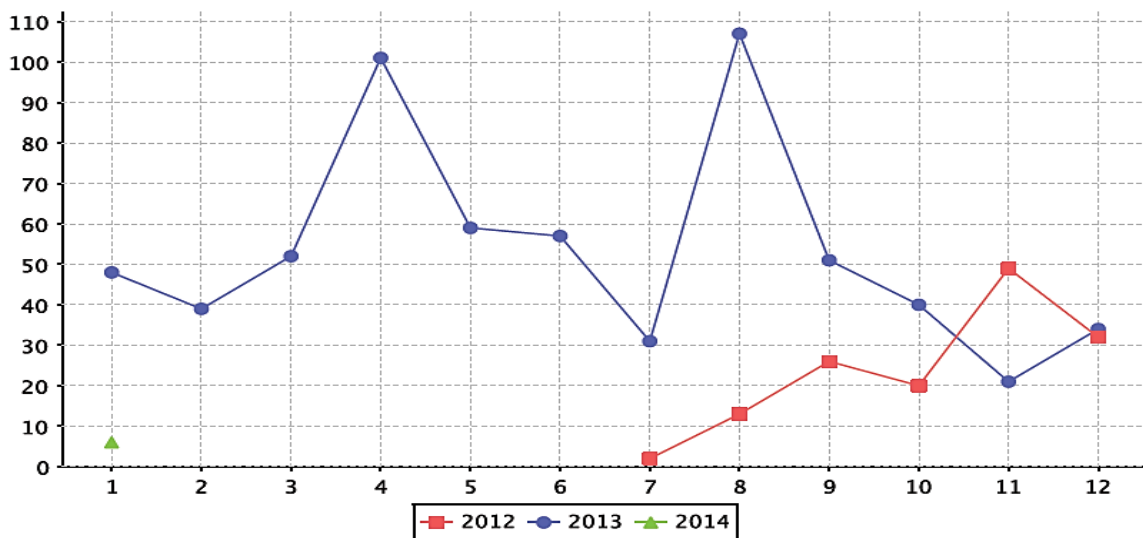
### Submissions by Form Type

This report displays the number of submissions for each type of form submitted to the review board. You can filter the report by a Date Range. It divides the submission types into years and months then generates a monthly total and a yearly total for each. The report contains a bar chart that compares the total count of each type of submission for each year.



### Submissions by Review Committee

This report displays a count of the number of submissions for each review committee, and further divides the list of submissions into Submission Type. This count is generated for each month and year, along with a total for each month and year. A Date Range can filter the report. The report contains a line graph representing the count of submissions for each month and comparing this information for each year.



## Submissions Information

### Submissions by Department Selection

This report displays a list of submissions filtered by Department and a Date Range. Note: If you select a parent department, the list of submissions only filters for that department and not its sub-departments. The list of submissions includes the Submission Type, Creation Date, Reference Number, PI Name, Review Type, Meeting Action, Follow-up Due, RB Label, RB Number, and Expiration Date for each listing.

### Submissions in Process by Department Selection

This report displays a list of all submissions that are currently in process by the current review board. You can filter by Department. Note: If you select a parent department, the list of submissions only filters for that department and not its sub-departments. The list of submissions includes the Review Board, PI Name, Reference Number, Form Name, Creation Date, Review Type, Follow-up Due, and Expiration Date for each listing.

### Completed Submissions

This report displays a list of completed submissions filtered by a Date Range and Review Process (Expedited, Exempt, etc.). The list of submissions is grouped according to the study they are associated with. Each listing includes the Study Title, RB Number, Reference Number, Submission Type, Review Process, PI, Assigned Analyst, Submission Date, Continuing Review Due Date, Expiration Date, and Completed Date.

### Incomplete Submissions

This report displays a list of incomplete submissions filtered by a Date Range, Review Process, assigned Analyst, Submission Type, and Study. Each listing includes the Study Title, RB Number, Reference Number, Submission Type, Review Process, PI, Assigned Analyst, Submission Date, Continuing Review Due Date, and Expiration Date.

### Review Board – Approved Submissions

This report displays a list of submissions that has been approved within the filter Date Range(s). The list of submissions is grouped according to the study to which they are associated. Each listing includes the Form Name, Creation Date, Reference Number, PI Name, Process Type, Meeting Action, Approval Date, RB Number, and Expiration Date.

### Review Board – Received Submissions

This report displays a list of submissions received by the review board within the filtered Date Range. The list of submissions is grouped according to the study to which they are associated. Each listing includes the Form Name, Received Date, Reference Number, PI Name, Process Type, Meeting Action, Approval Date, RB Label, RB Number, and Expiration Date.

### Submissions by Analyst

This report displays a list of submissions within the defined date range filters ordered by the assigned analyst's first name. Each listing includes the Form Name, Creation Date, Reference Number, Analyst's Name, PI Name, Process Type, Outcome Action, RB Number, and Date Completed.

## Submissions by Type Selection

This report displays the submissions of the selected submission type received within the defined date range filters. Each listing includes the Study Title, Form Name, RB Number, Reference Number, Submission Date, Review Process, PI Name, Assigned Analyst, Review Outcome, Approval Date, and Expiration Date.

My Workspaces ▾ IACUC
**Submissions By Type Selection**
◀ Back

Helpful Information Run Report

Display Report as:  PDF  HTML  Excel  CSV

Display records received from

to

Select Submission Type All ▾

## Submissions Count by Review Board

This report displays a count of the number of submissions made to the selected review board within the defined date range. The count is calculated for each type of submission within each committee of the selected board. Next, the totals are calculated for each type and committee. At the end of the report is a pie chart, similar to the one shown below, that compares the total count of submissions for each committee in the review board.

My Workspaces ▾ IACUC
**Submissions Count by Review Board**
◀ Back

Helpful Information Run Report

Display Report as:  PDF  HTML  Excel  CSV

Enter Completed Date from

to

## Submissions in All Stages Details

This report displays all the submissions associated with the selected department and groups them by the study they are associated with. Each listing gives you details about every stage of the submission including the Creation Date/Time, Date/Time Sent to the RB, Date/Time Sent to the PI, Date/Time of PI Signoff, Review Date/Time, and Expiration Date and Time.

## Submissions Processing

### Review Board Responding Letters

This report displays a count of the Outcome Letters for submissions that have an Initial Review Submission date within the defined date range. It generates not only a total count per submission round, but also gives a breakdown of the count for each letter type sent within the review board.

My Workspaces ▾ IACUC
**Review Board Responding Letters**
◀ Back

Helpful Information Run Report

Display Report as:  PDF  HTML  Excel  CSV

Initial Submission Start Date:

Initial Submission End Date:

Review Process: All ▾

Select Study:  Click on Find to Search for a Study Find Select All

## Training

### Expired Training

This report displays a list of users with training that has expired on or before the set expiration date filter. The listing includes the User's Name, the Training Expiration Date, Training Status, and whether the Training Override is On or Off.

My Workspaces  IACUC **Expired Training**  **Back**

Display Report as:  PDF  HTML  Excel  CSV

Please Enter Expiration Date  

[Helpful Information](#) [Run Report](#)

### Training to Expire

This report displays a list of users with training that has/will expire within the set date range filter. The listing includes the User's Name, Training Expiration Date, Training Status, and Training Override Flag Status.

My Workspaces  IACUC **Training to Expire**  **Back**

Display Report as:  PDF  HTML  Excel  CSV

Please Enter Start Expiration Date  

Please Enter End Expiration Date  

[Helpful Information](#) [Run Report](#)