

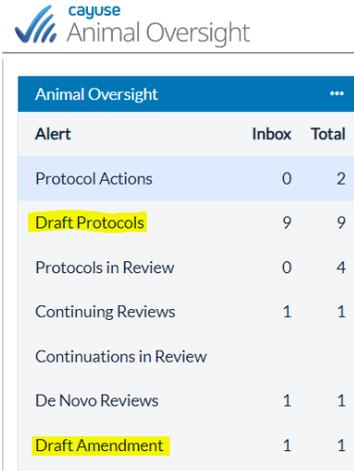
# SPARCS Animal Oversight Tips

## March 2023

### Canceling Draft Protocols or Amendments

If you have draft protocols or amendments that you do not intend to submit, you may cancel them to clear them from your Draft folders.

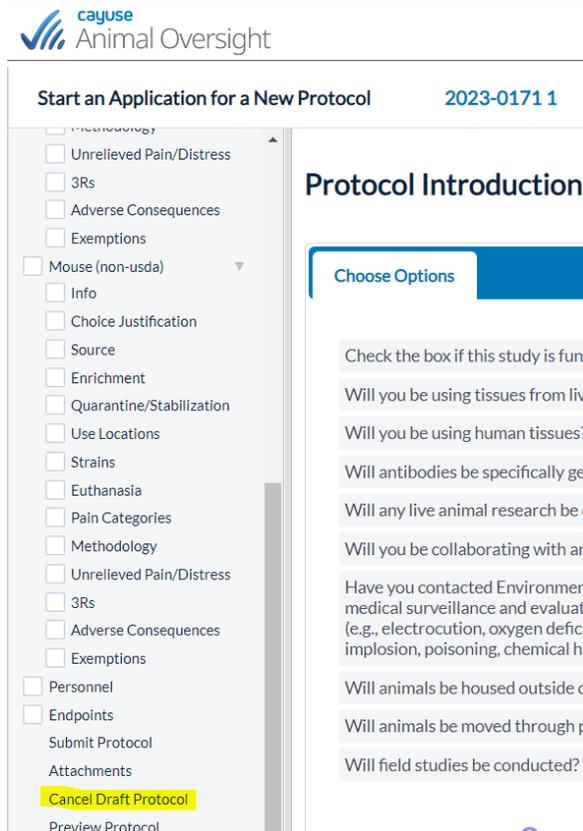
Access the protocol through the Draft Protocols or Draft Amendment folder as appropriate.



The screenshot shows the 'Animal Oversight' dashboard with a table of folders. The 'Draft Protocols' and 'Draft Amendment' folders are highlighted in yellow.

Alert	Inbox	Total
Protocol Actions	0	2
<b>Draft Protocols</b>	9	9
Protocols in Review	0	4
Continuing Reviews	1	1
Continuations in Review		
De Novo Reviews	1	1
<b>Draft Amendment</b>	1	1

Once you have opened the protocol or amendment, select the Cancel Draft Protocol option from the left-hand table of contents:



The screenshot shows the 'Protocol Introduction' screen. On the left is a table of contents with a search bar and a 'Cancel Draft Protocol' option highlighted in yellow. The main content area is titled 'Protocol Introduction' and contains a 'Choose Options' section with several questions and checkboxes.

Start an Application for a New Protocol	2023-0171 1
<input type="checkbox"/> Methodology	
<input type="checkbox"/> Unrelieved Pain/Distress	
<input type="checkbox"/> 3Rs	
<input type="checkbox"/> Adverse Consequences	
<input type="checkbox"/> Exemptions	
<input type="checkbox"/> Mouse (non-usda)	
<input type="checkbox"/> Info	
<input type="checkbox"/> Choice Justification	
<input type="checkbox"/> Source	
<input type="checkbox"/> Enrichment	
<input type="checkbox"/> Quarantine/Stabilization	
<input type="checkbox"/> Use Locations	
<input type="checkbox"/> Strains	
<input type="checkbox"/> Euthanasia	
<input type="checkbox"/> Pain Categories	
<input type="checkbox"/> Methodology	
<input type="checkbox"/> Unrelieved Pain/Distress	
<input type="checkbox"/> 3Rs	
<input type="checkbox"/> Adverse Consequences	
<input type="checkbox"/> Exemptions	
<input type="checkbox"/> Personnel	
<input type="checkbox"/> Endpoints	
Submit Protocol	
Attachments	
<b>Cancel Draft Protocol</b>	
Preview Protocol	

### Protocol Introduction

**Choose Options**

Check the box if this study is fun

Will you be using tissues from liv

Will you be using human tissues?

Will antibodies be specifically ge

Will any live animal research be c

Will you be collaborating with an

Have you contacted Environmen  
medical surveillance and evaluat  
(e.g., electrocution, oxygen defici  
implosion, poisoning, chemical h

Will animals be housed outside o

Will animals be moved through p

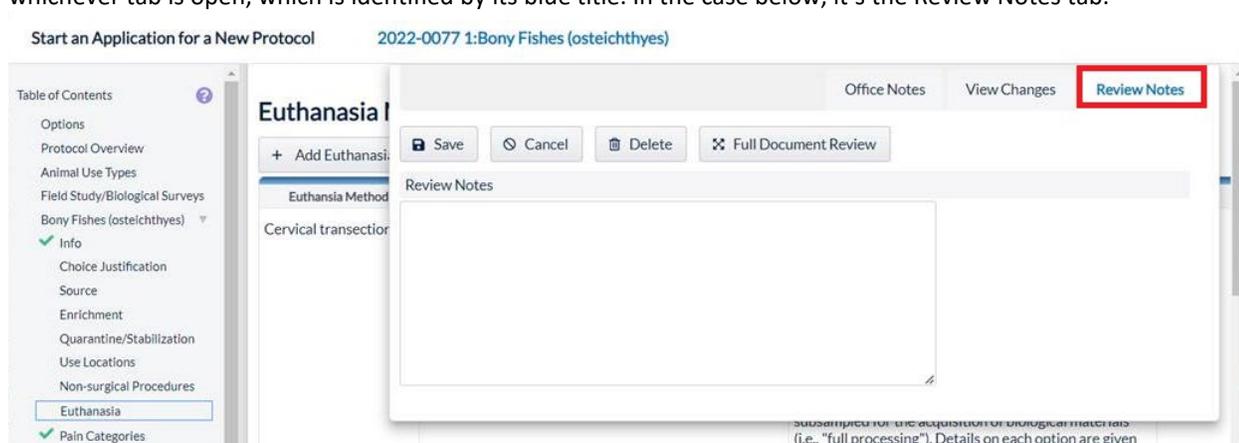
Will field studies be conducted?

On the next screen, enter the cancellation reason and click Submit.

### Closing Screen Overlays

## SPARCS Animal Oversight Tips March 2023

Researchers and Reviewers may encounter a scenario similar to the screenshot below, where a screen associated with the protocol review process overlays the protocol itself. To collapse what is displaying over top of the protocol, click on whichever tab is open, which is identified by its blue title. In the case below, it's the Review Notes tab.



### **Continuing Reviews**

Non-teaching protocols, approved for three years, must undergo an annual review called a Continuing Review in SPARCS. Before the yearly anniversary of the protocol approval date, the researcher will receive an email prompting the completion of the review. The reminder email will include "Annual Review Notification" in the subject and come from the email sender eSiriusWebServer. Once you log into SPARCS, go to the Continuing Reviews Due Alert and select the hyperlink for the protocol due for review. Under the Progress Report Tab, select the status (Continue as is or Withdrawn), complete the Progress Report, address all other questions as indicated, and submit it for review.

Please check to see if you have any protocols in your Continuing Reviews alert category, and if so, complete the review.

### **De Novo Reviews**

Just before the end of the three-year protocol period, the researcher will receive an email prompting the completion of a De Novo review in SPARCS. The reminder email will include "Protocol Expiration" in the subject and come from the email sender eSiriusWebServer. Once you log into SPARCS, go to the De Novo Reviews Alert and select the hyperlink for the protocol due for review. Complete the Progress Report, choose a De Novo Review Action (Protocol will be Renewed or Lapse upon Expiration), answer any other questions, and complete the renewal form.

Please check to see if you have any protocols in your De Novo Reviews alert category. If so, complete the review, so the Research Compliance office is clear about your intent relative to your expiring protocols.