

	Guide: Creating a Granite Protocol
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The deadline for protocol submission is generally at close of business on the first Friday of each month unless otherwise specified. Exact dates can be found on the IACUC website <http://www.southalabama.edu/com/research/animalcare.shtml>

Granite Log-In

- Using Internet Explorer or Safari, enter <https://asp.topazti.net/Citrix/topaz/auth/login.aspx>  
Be sure the < CAPS LOCK > is OFF.
- With **jagz** as a prefix, enter your first name initial (i) and your last name (ln) in the top box:   **jagziln**
- In the second box, enter the Citrix server password and then click Log In.
- When the Applications box appears, click on the blue and white **Granite box** above University of South Alabama. Citrix MetaFrame flashes as you enter the USALABAMA server.
- Next page, three boxes:

Top box	→	<b>your iln</b>	(Click within box to type.)
Middle box		<b>your personal password</b>	
Bottom box		<b>USALABAMA</b>	Takes you to Granite's navigation page.

Note: For security, the Citrix server password is changed periodically, but users do NOT change individual passwords.

At the Granite NAVIGATOR:

1. Click on **Protocols**
2. Double-click on **Create/Edit Protocol Requests**
3. ALWAYS Click on **New Submission** button (NEVER Renewal)
4. Click on **Original** in the **Select Protocol Type** overlay window

KEY POINTS:

- Protocols are generally written ONE SPECIES PER PROTOCOL with multiple segment(s), each segment representing a different Stock, Strain, or Breed of the SPECIES for which the PROTOCOL is written.
- Items on the protocol tabs or windows in Granite marked with an **\*** or underlined are required.
- To add multiple selections on any pull-down list, hold the **Ctrl** key down while clicking on the individual selections, then press the  button. The symbol ∞ will be used hereafter to remind you when this feature occurs.

PROTOCOL PROFILE tab

- **User Reference Number**   Accept the reference number provided.
- **Protocol Type**           Original - cannot be changed.
- **Title**                     Enter the protocol's TITLE, include the name of the SPECIES being used and mention BREEDING in the title if this is a breeding protocol.
- **P.I.**                     Select the Principal Investigator's (PI) name from drop-down list.
- **Author**                 Select Author's name from drop-down list or type the first few letters of the author's name to begin progressive search.
- **Created By**             Fills in your name when you log in – cannot be overwritten.
- **Site**                     Select "University of South Alabama" from drop-down list.
- **Department**          Enter PI's department from drop-down list.
- **Emergency Phone**     Selecting the PI fills his/her default emergency number into this field; can overwrite with contact number (recommended).
- **Unrestricted View**   **Do NOT check this box.** Mark this box and **everyone** logged into Granite has access to your protocol.
- **Requested Effective Date**   Enter a start date (mm/dd/yyyy) for protocol, but not important.

## PROJECT tab

- From the drop-down list, click on appropriate **Project Categories/Codes** box. A red ✓ appears by the Category and Code of your choice.

## DESCRIPTION/SOURCES tab

- **Objective** Describe the purpose of the proposed study in sufficient detail and in language that can be understood by lay members of the IACUC or by an inspector (one who is not expert in your field).
- **Rationale** Describe this protocol's relevance to animal/human welfare.
- **Protocol Sources** List recent databases search dates (e.g. Medline, etc.). If this information has been previously published, explain why this duplication of research is necessary. Include any other relevant resources regarding this protocol.
- **Project Description** Describe in detail the experimental design and materials to be used, including names and volumes of research agents and/or materials to be used in the animal-related portion of the project. The Description must incorporate discussion of anesthesia, analgesia, and euthanasia regimens (including agents/dosages/routes of administration).

## ASSOCIATES tab

- Under **Filter by Department**, select the PI's department.
- Select each protocol associate from the list of **Available Associates** column and press the  button to add him/her to this protocol's list; do NOT include the PI as an associate. ∞
- Click on each name selected in the right-hand column (**Assigned Associates**) and mark the correct boxes. If that individual needs authorization to order animals, **mark** the appropriate box.
  - The co-PI is automatically authorized to order animals.
  - Responsibilities and Comments sections are FYI only and are optional.

## KEY WORDS tab

- Select the appropriate keywords that were used in database searches for this protocol from the list in the **Available Key Words** column. Press the  button to add to the **Assigned Key Words** list. ∞
- Request to add Key Word, Hazardous Agent and Stock/Strain/Breed listings to the IACUC Office.

## PROTOCOL QUESTIONNAIRE tab

- The Left Window shows the questionnaire in tree form,
- The Right Window displays the current question in the upper portion, with an answer area for the current question in the lower portion of the right window.
- Questions present in the following formats:
  - Yes/No question - click on appropriate answer on the lower right side of the window. Yes/No questions can activate additional questions, depending on your answer.
  - "Free-text", "Multiple Choice", "Date", or "Multiple Answer" questions provide a response-entry field on the right side of the window.
- Some questions display default answer that saves as your choice unless changed or removed.
- Many questions have an 'Extended Help' key available at the bottom of the question window.
- **Most questions require completion of answers before protocol submission.**
- In the Left Window, following symbols appear next to each question to guide you along the form:
  - ! indicates that a question needs to be answered,
  - ✓ indicates that a question has been answered,
  - ✗ indicates that a question does not apply (based on a prior answer).
- After answering a question, click on '**Next Unanswered**' button (below the question-tree pane, left window) to move to the next question. When you have answered the last required question, a message box will open stating "All questions have been answered for this questionnaire." Click OK.

## HAZARDOUS AGENTS tab

- Select the appropriate hazardous agent(s) for this protocol in the **Available Hazardous Agents** list and press the  button to add to the **Assigned Hazardous Agents** list. ∞
- Click on each agent listed in the **Assigned Hazardous Agents** column and specify the **Precautions** and/or **Special Handling** required for the agent or for the animals which have been inoculated with or otherwise exposed to the agent(s). Add additional '**Comments**' as appropriate.
- Save your work: Click on **Save** from the **File** drop-down menu on the toolbar, or click on **Save** icon.

SEGMENT PROFILE tab: Click on **Segment 1** option in the upper window.

- **Species** Select the appropriate species from drop-down list.
- **Segment Description** Type in species name (same as selected under **Species**).
- **Allow Transfer** Check this box.
- **S/S/B** Under **S/S/B**, click **Select** and choose the appropriate stock, strain or breed from the **Available S/S/B** list; press the  button to add it to the **Assigned S/S/B** list. Click OK. The list populates based on species selected.
- **Stress Level Info** Enter **total** number of animals needed for **three years** in the appropriate Stress Level in the **Authorized Amount** column. Click on the ? box next to the **Stress Level Name** for a particular stress level description. The **On Order Amount**, **Received Amount** and **Available Amount** columns are view only and update when animals are ordered, received, and used.

## EUTHANASIA tab

- Select the appropriate euthanasia method from the **Available Methods** column and press the  button to add to the **Assigned Methods** list. ∞ *DO NOT select all methods.*
- After assigning euthanasia method(s), you may enter comments, such as special instructions, in the Comments field on the right side of the **Euthanasia** tab. This information will not appear on the printed protocol form, but may be used FYI. However, include this information in the Description.
  - **PROCEDURES** tab: *OMIT THIS TAB – DO NOT COMPLETE BOX(ES) IN THIS SECTION.*

## QUESTIONNAIRE tab

- The windows/questions/answers/help format of the Segment Questionnaire is similar to that of the Protocol Questionnaire, so follow the instructions above.

Add additional segments for each strain/stock/breed by clicking the **Add Segment** icon or choosing **Add Segment** from the drop-down **Actions** menu on top toolbar. Follow the steps outlined above for Segment 1, numbering each new segment sequentially.

- After each segment, save your work: Click **Save** on **File** drop-down toolbar, or click the **Save** icon.

Prior to submission to the IACUC, print a draft copy of your protocol: select File|Printer Setup, then select the desired printer from the list provided. Click on the **Print** icon and follow printing instructions.

**TO SUBMIT a protocol for IACUC review and approval**, pull-down the **Actions** menu on the top toolbar and click **Submit** OR click the **Submit icon** on the top toolbar. If you are ready to submit your protocol, click 'Yes'. Granite will send an email notification that your protocol has been received for review. Once submitted, the protocol is no longer available to you for editing; it may be returned to you for editing by the IACUC Office before the submission deadline for further modifications if necessary.

DO NOT close session by clicking the red/white boxed X at the upper right corner of browser window, because it may prevent others from entering Granite. Proper Exits:  
Press **Cancel** on the Navigator window OR, from top toolbar, click '**blue door**' icon OR, from **File** pull-down, select **Exit**.  
Then Log off the CITRIX server by clicking **Log Off**.

Exit