

ANIMALIA

A Special Issue of the Newsletter for the UCSF Animal Research Community

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WELCOME TO RIO !

The Office of Research is launching a comprehensive database management system, Research Information Online (RIO), to automate the research protocol approval and management process.

RIO:

- Encompasses all types of Use authorizations: including animal and human subjects, chemical, biological, radioactive; controlled substances, and, radioisotope inventories; training, purchasing, and much more.
- Ties into UCSF Link, the campus-wide project to connect the many aspects of research: human resources, accounting, research funding, and compliance.

The first RIO module available is RIO – IACUC: an online application management system for Institutional Animal Care and Use Committee (IACUC) protocols.

RIO – IACUC:

- As Investigators, you will *no longer* need to:
 - Submit the 17 page paper version of the IACUC application, prepare 22 copies and send via mail, write multiple emails, or place several phone calls.
 - Submit a paper form for each action requiring review: add / change personnel, add / change animals, add / change use location, etc.
- Veterinary & Administrative Pre-Review will be done online
- Full and Subcommittee review will be expedited via availability of online protocol data

To facilitate the transition from paper-based to an on-line application, the Office of Research has input into the system the data from almost all currently approved IACUC applications.

Training sessions will be held on multiple campus locations *to ensure that everyone who wishes to receive training can do so with a minimum of effort. The Office of Research has also arranged monthly computer labs*

for hands-on training. Contact Irene Anicetti at irene.anicetti@ucsf.edu to schedule one of the preset sessions. If your schedule does not permit you to attend any of the sessions above, please email Irene Anicetti at irene.anicetti@ucsf.edu to schedule an appointment.

Whether your current protocol will expire after September 1st, is up for its annual renewal, or you wish to submit a modification, please join us for training on how to use this exciting new system.

We hope you will enjoy using this new system, and we are eager to answer any questions you may have.

Among our goals:

- You are aware of what is happening and understand how it will affect your work.
- You see the benefits you will derive from RIO-IACUC.
- You feel confident that answers to your questions are readily available. ☐

How to access RIO - IACUC

All you need to access RIO - IACUC is a computer (PC or Mac, either is fine), and a connection to the Internet.

From your home, your office, or the library; the process is no different than going online to book a hotel room or a seat on an airplane. Any time of the day or night, via the internet, RIO is available for your use.

Note:

RIO is a secure application. For your protection and the security of your research information, a Username and Password is required to access RIO. If you do not already have a ResearchOnline Username and Password, please complete the application form found at: <https://www.researchonline.ucsf.edu> ☐

UCSF RIO – WHAT IS IT?

A terrific vacation spot



A River



AND A Great Research Tool Now Available To You!



UCSF RIO: A COMPREHENSIVE RESEARCH MANAGEMENT SYSTEM

ABOUT RIO:

COMPONENTS → BENEFITS

- | | |
|--|--|
| <ul style="list-style-type: none"> • Online Application Processing • Online Training • Purchasing Management • Inventory Management • Inspections • Administration • User Account Maintenance | <ul style="list-style-type: none"> • Restructured processes to maximize speed & efficiency • Elimination of redundant data submittal, multiple paper copies, manual processing • Improved information management • Integration of multiple existing and future data capture systems • Improved regulatory compliance • Connectivity of people, departments, and data |
|--|--|

ABOUT RIO - IACUC:

The Office of Research is building several modules tailored to the research needs of the particular research communities. The first module to launch is the Institutional Animal Care and Use Committee (IACUC) protocol module.

How RIO-IACUC will improve the protocol application process:

- Elimination of process and data redundancies
- Facilitation of optimum regulatory compliance by maintaining latest versions
- Complete record of protocol available online, instantly, from where ever you log-in

- All pertinent information (e.g., training, health checks, etc.) also immediately available
- Amendments / Modifications are “One-Stop Shopping”
 - For Renewals: just “Copy, Change, Submit”
- Comprehensive reporting capability
- Reliance on processes and technology – not on specific individuals
- Great reduction in time spent waiting for delivery of mail, faxes, return phone calls
- Significant reduction in turnaround time needed for protocol approvals
- Copy function enables PIs to copy unchanged protocols and submit for renewal; eliminating the need for re-typing and editing
- The fully integrated RIO system will ultimately contain a wealth of data related to research protocols: whether animal, human, radioactive, biological, chemical, or controlled substance

Who will derive benefit from RIO-IACUC?

The UCSF Research Community:

- Faculty Investigators, Researchers, Laboratory Assistants, Administrative Assistants
- Departmental Safety Advisors
- Institutional Animal Care & Use Committee (IACUC) Members, and IACUC Staff

We would like to help you see the benefits of using this great new tool first hand, and we have scheduled many training sessions for you.

Traning sessions demonstrating how to use the system will be held at each campus

- Parnassus
- Mission Bay
- San Francisco General Hospital
- Mount Zion

We have also scheduled monthly computer lab sessions for those who want time to practice using the application.

We look forward to presenting you with this exciting new tool and hearing any comments and suggestions you may have. ☐



THE “NITTY - GRITTY”

RIO – IACUC is very easy to use, but as with any large computer program, there are some things to keep in mind:

1. Save your work as often as possible.
2. Spell check your protocol or modification in an editor before pasting into RIO - IACUC.
3. Do not use your Browser’s back button to return to a previous page; instead, use the navigation buttons provided in RIO-IACUC (Previous, Next, Return).
4. Use the following useful UCSF vs USDA Conversion Table when entering your animal data:

UCSF vs USDA Pain Categories. RIO – IACUC utilizes the USDA Pain Category definitions as below. If you have previously been using the UCSF categories, please convert as follows:		
<i>An animal is counted: *only once per year, even if it was used in more than one Protocol *in the most painful/distressful Category, if used in more than one category</i>		
UCSF	USDA	DEFINITION
n/a	B	<i>Animals not used for teaching, testing, or research but being bred for such use</i>
A	C	<i>Animals upon which teaching, research, experiments, or tests were conducted involving no pain, distress, or use of pain-relieving drugs.</i>
B	D	<i>Animals upon which experiments, teaching, research, surgery, or tests were conducted involving accompanying pain or distress to the animals and for which appropriate anesthetic, analgesic, or tranquilizing drugs were used.</i>
C	E	<i>Animals upon which teaching, experiments, research, surgery or tests were conducted involving accompanying pain or distress to the animals and for which the use of appropriate anesthetic, analgesic, or tranquilizing drugs would have adversely affected the procedures, results, or interpretation of the teaching, research, experiments, surgery, or tests. (An explanation of the procedures producing pain or distress in these animals and the reasons such drugs were not used must be attached to the USDA Annual Report).</i>

PAPER VERSUS ELECTRONIC ?

The Office of Research took great care to design a system that would be easy to use, and compliant with regulatory requirements and University policies.

The navigation scheme and menus built into RIO - IACUC used the paper application forms as a foundation, so you will see many similarities between the paper form and the electronic version. The great exception, however, is that the electronic version is much easier to use.

The RIO - IACUC the navigation menu follows the paper application with quick and easy to locate page names:

PAPER	RIO - IACUC NAVIGATION MENU
Animals	Animals
Objectives of Proposed Research or Instruction	Objectives
Administration of Anesthetic, Therapeutic and Experimental Agents	Agents
Personnel	Contacts & Personnel

To move back and forth, simply navigate using the blue menu on the left, or the previous, return, and save buttons. If you prefer to use the blue navigation menu on the left, you can easily move from item to item as you wish. However, as would be expected, some elements such as agents, surgery, and personnel experience, are species dependent, so animals should be entered first.

After that, it is up to you. You can complete the objectives section after the euthanasia section, but before the title. All of your data is saved, and linked together securely in the database. □

Please have all personnel in your lab initial here as evidence of continuing education and keep this newsletter in your logbook.



- Welcome to RIO !
- How to Access RIO
- IACUC
- UCSF RIO - What is It?
- Paper vs Electronic
- The "Nitty Gritty"
- ResearchOnline vs
Research Information
Online

When you have finished reading this newsletter, please pass it along to others in your lab or office.

RESEARCH ONLINE vs RESEARCH INFORMATION ONLINE

If you have been conducting your research at the University of California, San Francisco during the past few years, you are probably familiar with ResearchOnline.

ResearchOnline is the database management system created by the Office of Research to track research protocols, and is the predecessor to Research Information Online (RIO). While there are core elements contained in both systems, RIO is significantly more robust and comprehensive than ResearchOnline.

The staff at the Office of Research have spent many hours meeting with faculty, users, veterinarians, and staff, to gather input on what would make RIO, and RIO-IACUC, most useful to the UCSF research community. We have incorporated the feedback and designed the system to meet these



requirements. After many hours of building, testing, and perfecting, we are happy to say that Research Information Online is now ready for you !

A question you have is what will happen to the data I have entered into ResearchOnline. Was the time I spent for NAUGHT ?

DEFINITELY NOT !

The Office of Research has taken steps to ensure that the data you have input into ResearchOnline is accurately transferred over to RIO.

Further, with our goal of making the transition between the old and new system invisible to you, the Office of Research has had almost all active protocols, in their entirety (Objectives, Justifications and Alternatives, Procedures, etc.), typed into RIO - IACUC for you. *The data is ready to go when you are ready to go, too!*

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