

Creating Procedures

ERMS - IACUC Job Aid



UT Health
San Antonio

Enterprise Research
Management System
(ERMS)

Creating Procedures

If you belong to more than 1 research team, you may copy a procedure from one team to another. It can then be edited, as needed.

UT Health San Antonio Enterprise Research Management System (ERMS)

Dashboard Submissions Standard Library Grants IACUC

From Submissions page, open the Research Team.

Submissions

... > IACUC > Submissions

Create Concern
Create Research Team
Create Protocol

Research Teams In-Review Active Archived All Submissions

Filter by Name Enter text to search + Add Filter X Clear All

Name	Investigator
Test 1 KR	Kelly Rakowitz

1 items page 1 of 1

Active TEAM00000015

Test 1 KR

Principal investigator: Kelly Rakowitz
Phone: 210-562-6421
E-mail: RAKOWITZK@UTHSCSA.EDU

Submission Procedures Substances History Research

Filter by Name Enter text to search

Name	Execute Activity	Date Modified
Visually-Guided Water Maze	Actions	6/17/2024 PM
1 hour Shake/Crowding (component of CUS)	Actions	6/17/2024 PM

You can now access prefilled library of Procedures and Substances reviewed and approved by the IACUC, available to all teams.

If you do not see the procedure needed, you will create one that can be then used by all teams.

Creating Procedures

Submissions Standard Library Concerns

... > IACUC > Test 1 KR

Active

TEAM00000

Test 1 KR

Principal investigator: Kelly Rankov
Phone: 210
Email: RAK

Submissions Procedures

Filter by ? Name

Name

Visually-Guided Water Maze

1 hour Shake/Crowding (componer

(IACUC - Research Team)

1 Click Create Procedure.

2 Create Procedure

Procedure Identification

1. * Name of the procedure or surgery:

Administer Prednisolone

2. * Select procedure type: ?

- Antibody Production
 - Behavioral
 - Euthanasia
 - Food or Fluid Restriction
 - Imaging
 - Non-Survival Surgery
 - Physical Restraint
 - Substance Administration
 - Survival Surgery
 - Tissue/Blood Collection
 - Other Procedure
- [Clear](#)

3. * Species:

Dog(s) ... *

4. * Will administering this procedure cause any more than momentary pain and distress?

Yes No [Clear](#)

If yes,

a. Identify expected symptoms from administering this procedure: ?

b. Identify criteria under which animals will be removed from research: ?

2

Enter all appropriate selections for each question pertaining to your procedure.

3

Click Continue lower right corner of screen.

Exit Continue

Creating Procedures

Editing: PROC00006211

Administration of Substances

1. * Substances: ?

4 Add your substance.

+ Add

Substance	Substance Scope	Route	Other
There are no items to display			

6

OK **OK and Add Another** **Cancel**

Click OK or OK and Add Another, if needed.

Add Substance for Procedure

1. * Select an existing substance:
 ...

Do you need to create a new substance?
 Yes No [Clear](#)

2. Route: ?

If you indicated Other, specify the route:

3. Dose:

4. Frequency of dosage:

5. Concentration:

6. Volume:

7. Complication remediation:

8. Substance order for the procedure:

* Required

5

IF YOU HAVE AN EXISTING
SUBSTANCE:

Click the ellipsis to add the
Prednisolone substance.
Then, answer all questions
about your substance for the
protocol you are creating.

Creating Procedures

Add Substance for Procedure

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1. * Select an existing substance:

Carbon tetrachloride ...

2. Route: ?

If you indicated Other, specify the route:

3. Dose:

4. Frequency of dosage:

5. Concentration:

6. Volume:

7. Complication remediation:

8. Substance order for the procedure:

To ADD a new Substance:
Click YES, new screen will appear to enter select substance.

Answer all questions pertaining to the substance.
Click OK, if you do not need to add another.

Select Substance Project

Filter by Name

- Carbon tetrachloride
- [11C]carfentanil (carbon-11; t1/2=20.3 min)
- 0.9% Saline Solution
- 137 Cesium
- 14C-DOPA
- 4% paraformaldehyde
- 4-Hydroxy-3-nitrophenylacetyl Keyhole limpet hemocyanin (NP-KLH) in alum adjuvant at 1:1 r
- AAV-Chop-EAAT3-sgRNA
- AAVrg-EF1a-DIO-hChr2(H134R)-mCherry-WPRE-HGHpA
- Adriamycin(ADR) 9
- Ampicillin
- AP20187

Select substance by clicking the radio button next to it, then click OK.

8
Click OK.

Creating Procedures

Editing: PROC00006211

*Could not submit the form due to one or more errors:
Please review the page and correct any errors...*

[Go to first error](#)

Administration of Substances

1. * Substances: ?

+ Add

Substance	Substance Scope	Route	Other Route	Dose	Dosage Frequency	Concentration
 Update	Prednisolone	Team	Epicutaneous	1	1	

2. * Describe step-by-step the procedure for administering the substance: ?

Step 1: Administer the substance.
Step 2: Start the IV.

This is a required field; therefore, you must provide the required information.

3. Describe any anticipated adverse reactions to administering the substances:

4. * Are all substances being administered in this procedure of pharmaceutical grade? ?

Yes No [Clear](#)

5. Select any related substance administration procedures to be used: ?

...

9

Fill in Steps for administering the substance and fill out remaining questions.

Click Continue.

 Exit

 Save

Continue 

Creating Procedures



>> Editing: PROC00006211

Procedure Documents

1. Supporting documents: ?

Drag and drop files to upload

Document Name

There are no items to display

7

Add any supporting documents for instructions on administration of steps.

Click Finish.

Creating Procedures

You can now select your procedure to copy into another Research Team performing experiments using the same procedure.

... > IACUC > Test 1 KR

Help

Active

TEAM00000015
Test 1 KR

Next Steps

- Edit Research Team
- Create Protocol
- Create Procedure
- Create Substance

Principal investigator: Kelly Rakowitz
 Phone: 210-562-6421
 E-mail: RAKOWITZK@UTHSCSA.EDU

Submissions	Procedures	Substances	History	Research Team Contacts	Archived Procedures	Archived Substances	Training
Filter by ? Name <input type="text" value="Enter text to search"/> <input type="button" value="Q"/> + Add Filter <input type="button" value="X Clear All"/> <input type="button" value="Settings"/>							
Name	Execute Activity	Date Modified	State	Version	Species	Procedure Type	Scope
Administer Prednisolone	Actions ▾	6/24/2024 5:02 PM	Active	1	Dog(s)	Substance Administration	Team
Visually-Guided Water Maze	Actions ▾	6/17/2024 1:31 PM	Active	1	Mouse(Mice)	Behavioral	Standard
1 hour Shake/Crowding (component of CUS)	Actions ▾	6/17/2024 1:31 PM	Active	1	Rat(s)	Behavioral	Standard
24 hour Lights On (component of CUS)	Actions ▾	6/17/2024 1:31 PM	Active	1	Rat(s)	Behavioral	Standard
Å cervical dislocation	Actions ▾	6/17/2024 1:31 PM	Active	1	Mouse(Mice)	Euthanasia	Standard
Acute terminal stereotaxic surgery for electrophysiology	Actions ▾	6/17/2024 1:31 PM	Active	1	Rat(s)	Non-Survival Surgery	Standard
Administration of Isoflurane	Actions ▾	6/17/2024 1:31 PM	Active	1	Rhesus	Substance Administration	Standard
Administration of Isoflurane	Actions ▾	6/17/2024 1:31 PM	Active	1	Dog(s)	Substance Administration	Standard
Administration of Isoflurane	Actions ▾	6/17/2024 1:31 PM	Active	1	Naked Mole Rat	Substance Administration	Standard
Administration of Isoflurane	Actions ▾	6/17/2024 1:31 PM	Active	1	Marmoset(s)	Substance Administration	Standard
Administration of Isoflurane	Actions ▾	6/17/2024 1:31 PM	Active	1	Sheep	Substance Administration	Standard
Administration of Isoflurane	Actions ▾	6/17/2024 1:31 PM	Active	1	Baboon(s)	Substance Administration	Standard
Administration of Isoflurane	Actions ▾	6/17/2024 1:31 PM	Active	1	Rat(s)	Substance Administration	Standard

(IACUC - Research Team)

Copying Procedures

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Name	Execute Activity	Date Modified	Status
Administer Prednisolone	Actions ▾	6/24/2024 5:02 PM	A
Visually-Guided Water Maze	Copy Procedure	PM	A
1 hour Shake/Crowding (component of CUS)	Add Comment	PM	A
24 hour Lights On (component of CUS)	Copy Procedure	PM	A
Å cervical dislocation	Archive Procedure	PM	A
Acute terminal stereotaxic surgery for electrophysiology	Actions ▾	6/17/2024 1:31 PM	A
Administration of Isoflurane	Actions ▾	6/17/2024 1:31 PM	A

To Copy:
Click on Actions down arrow
to reveal more actions.

Click Copy Procedure.

9

Enter New Procedure name.

Select New Research Team to
copy the procedure to.

Click OK.

Copy Procedure

Substance Administration Procedure: Administer Prednisolone

This procedure will be copied to the selected research team when you click OK. Any associated team substances will not be copied if you assign the copy to a different research team.

1. * **New procedure name:**
Administer Prednisolone (10⁸)

2. * **New research team:**

Name	PI
<input type="radio"/> AMB Research Team	Rebecca Simms (pi)
<input type="radio"/> Cancer Research Team	Rebecca Simms (pi)
<input checked="" type="radio"/> Simms Lab	Rebecca Simms (pi)

[Clear](#)

i Depending on the size of the procedure, copying may take some time.

OK Cancel

Copying Procedures

Once procedure is copied, go into a different Team Research Procedure it was copied to,

Click Edit Procedure to make appropriate changes for that team procedure.

After clicking on Procedure, you can also copy the procedure from the left quick options.

Active

PROC00006211

Administer Prednisolone (10⁸)

Substances:

Next Steps

- Edit Procedure
- Printer Version

Once a procedure is created, protocol team members and IACUC staff are able to edit it.

Active

PROC00006211

Administer Prednisolone

Procedure type: Substance Administration
Procedure scope: Team
Species: Dog(s)
Version: 1

Next Steps

- Edit Procedure
- Printer Version

Quick Options:

- Create New Version
- Add Comment
- Copy Procedure
- Archive Procedure

History

Documents	Related Protocols	Related Procedures	Versions
Filter by: Activity	Enter text to search		
Activity			
Procedure Copied			
New copy: PROC00006213 Test Administer Prednosolone			
Procedure Created			

For general ERMS-IACUC questions, please contact ermshelp@uthscsa.edu.



Enterprise Research
Management System
(ERMS)