

# IACP Administrative Changes

*Coming, fall 2014, a new administrative change will be made available within ORCA, the Animal Transfer Requests. Keep an eye out for additional communications.*

Each Administrative Change item contains four options: Approve, Deny, Edit and Comment.

Image is a view of IACP Administrative Change Request- Analyst View, Commercial Services

<b>Due Date:</b>	2014-02-23	<b>Status:</b>	APNC-Approved / No Changes
<b>Protocol #:</b>	12033x	<b>Investigator:</b>	Garrison, James ( <a href="mailto:garrisonj3@uthscsa.edu">garrisonj3@uthscsa.edu</a> )
<b>Title:</b>	Escalation with Different Mutatants	<b>Co-PI:</b>	Duck, Donald ( <a href="mailto:donald@duck.com">donald@duck.com</a> )

  

Item	Details	Approve	Deny	Edit	Comment
Commercial Services	Using Commercial Service: <b>Yes</b> Company name(s) and description(s) of services: <b>test 11</b> NIH Assurance Number(s): <b>test 1u</b>				

## Approve

Clicking the approve button, does just that, it approves the request listed in the details column.

## Deny

If you are going to deny an item, **enter comments first (comments are required)**. Comments entered will be emailed to the PI. Steps:

1. Click Comment, enter comments.
2. Click Save Comments, and close window OR
  1. Click Disapprove from the window. If you click Disapprove, you can no longer edit or change your response

## Edit

When you Edit an Administrative Change, and after you click Save, **refresh** your screen (F5).

- Your change(s) will then be displayed on your screen in the bold lettering.
- Refreshing your screen will also remove the administrative change item(s) you have either Approved or Denied from your view.
- The history for the protocol will not display your Administrative updates until **all** administrative change items are approved/or disapproved.

Commercial Services: if editing, yes, must be checked in order to edit fields.

## Comments

Saved comments are for the analyst(s). **If**, any item will be denied, it is important to remember that comments will be sent to the PI/Co-Pi via email after **all** Administrative Change items are either approved, or denied.

## Training

Personnel training records are now available when an individual is added to the study personnel.