

## **“New eIACUC Users”**

### **For eIACUC:**

Access: Eiacuc.mssm.edu

All Icahn School of Medicine at Mount Sinai faculty, staff, and students are able to access eIACUC using their Mount Sinai email (e.g., [first.last@mountsinai.org](mailto:first.last@mountsinai.org), [first.last@mssm.edu](mailto:first.last@mssm.edu), [first.last@icahn.mssm.edu](mailto:first.last@icahn.mssm.edu)) and password to log in.

### eIACUC Tips and Other Important Information

As you are aware, the eIACUC protocol submission portal was successfully deployed on November 18, 2019. However, to assist you in working in the new portal, we have consolidated some key topics which will be posted shortly on the IACUC website at <https://icahn.mssm.edu/research/iacuc>

### **I. Accessing Training for eIACUC**

The 2020 training sessions and walk-in hours are being offered to Principal Investigators who utilize vertebrate animals in their studies, Study Staff Members, and IACUC Board Members. To ensure that you are able to attend a classroom training session, registration **must** be submitted via PEAK online portal at <https://peak.mountsinai.org>

**Access eIACUC training videos under: eIACUC Training Videos**

**\*Required prior to attending classroom training**

**Search for course name: eIACUC Classroom Training**

**\*Attending a classroom training session is strongly recommended. These sessions will allow the concepts (e.g., Research Teams, Building Blocks, Procedures, Experiments, and Substances) learned in the training videos to be put into practice.**

**Additional eIACUC information may also be found at <http://era.mssm.edu/> and on the IACUC website at <https://icahn.mssm.edu/research/iacuc/iacuc-applications>**

### **II. Assigning Study Staff Roles in eIACUC**

Research Administrators have requested that a newly hired PI be provided the ability to access the eIACUC system to begin creating their research protocols. The IACUC requires that, as long as the PI has undergone the Human Resources (HR) and Employee Health Service (EHS) vetting processes, obtained a Mount Sinai Health System life number and email, a ticket can be submitted to <https://osticket.mssm.edu>. Research Administration IT will then assign them the study staff role. As a pre-requisite, all PIs and research personnel must take the required CITI

Program training (see items IV and V “*Mandatory Institutional and IACUC Training Requirements*” and “*Update User Profiles*” below).

### **III. Assigning Proxy Roles in eIACUC**

Within the eIACUC protocol workspace, the PI can assign a “Proxy” (delegate) to work on a protocol on their behalf. The Proxy has create, edit, view and submit authority. Proxy roles are protocol specific and must be assigned before a new iteration of a protocol is created.

### **IV. Mandatory Institutional and IACUC Training Requirements**

Effective August 1, 2019, all Principal Investigators and their research personnel must take the following courses in CITI Program. Failure to show completion will result in delay of review of the protocol:

*Principal Investigators* - Rigor and Reproducibility and Ethical Behavior in Biomedical Research

*Principal Investigators and their research personnel* - Species Specific Module

Visit: <https://www.citiprogram.org>

#### **If you need to create a new account:**

1. Click **Log In** (top right of the window)
2. Click "**LOG IN THROUGH MY INSTITUTION**"
3. Scroll and select “[Icahn School of Medicine at Mount Sinai](#)”
4. Type in your Mount Sinai Email Address and Password
5. Select "**I don't have a CITI Program account and I need to create one.**"
6. Click "**Create a New CITI Program Account**"

#### **If you already have a CITI account:**

1. Click **Log In** (top right of the window)
2. Click "**LOG IN THROUGH MY INSTITUTION**"
3. Scroll and select “[Icahn School of Medicine at Mount Sinai](#)”
4. Type in your Mount Sinai Email Address and Password

5. Select "**I already have a CITI Program account.**"
6. Enter your existing Username and Password to link your account to your Mount Sinai credentials.

**To add the new, required course:**

On your Profile page, in the "My Learner Tools for Icahn School of Medicine at Mount Sinai" section:

1. Click "**Add a Course**"
2. Scroll to select the course: **Rigor, Reproducibility and Ethical Behavior in Biomedical Research**
3. **Scroll to select the species specific course related to your research (e.g., Working with Mice in Research)**
4. Click "**Submit**"
5. Take course

**V. Update User Profiles:**

To ensure accurate transfer of training and certifications data to eIACUC please update your profiles in the following areas:

- 1) CITI Program <https://about.citiprogram.org/en/homepage/>

Log on > Profile > Update Institutional Profile > Employee ID #> Enter Your Mount Sinai Life #

- 2) eIACUC.mssm.edu

Log on > Top Right Side go to my Profile > Edit Experience

- 3) Update profile on Sinai Central <https://sinaicentral.mssm.edu/>

**Use Mount Sinai email only as your PRIMARY email. Do not use personal email accounts as your primary email.**

Log on > Personal Profile > Sinai1 Profile

\*Note: Certificates of training may also be attached to the protocol record as "Supporting Documents"

## **VI. IACUC Full Board Protocol Submission Deadlines:**

Protocol Submission deadlines may be found at <https://icahn.mssm.edu/research/iacuc>> Related Resources > IACUC Full Board Protocols

## **VII. IACUC Analysts For Each Department:**

You have an IACUC Analyst/ Facilitator that will assist your department with any IACUC query. The IACUC Facilitator list may be found at <https://icahn.mssm.edu/research/iacuc>> Related Resources > Facilitator List

For questions, contact the IACUC office at (212-241-0153 or [iacuc@mssm.edu](mailto:iacuc@mssm.edu)

eIACUC support email [esupport@mssm.edu](mailto:esupport@mssm.edu) or submit a ticket to <http://osticket.mssm.edu/>