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# Getting Started in Topaz



1. Open an applicable Internet Browser.

**Any modern internet browser should now be compatible with all modules of TOPAZ, whether you are using a PC (e.g. Edge, Firefox, Chrome) or a Mac (e.g., Safari).**

2. In the address bar type:

**<https://elements.iacuc.gatech.edu/TOPAZElements>**

3. Enter your Georgia Tech credentials:

**\*\*Please use the credentials used to login to all GT systems - do not create a new user name or password.\*\***

4. After two-factor verification, you will be redirected to the [Topaz Elements](#) login page.

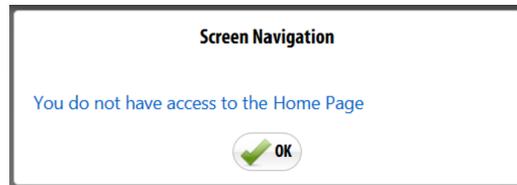
5. Click *Login*

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# Saving the Homepage

1. Login to [Topaz Elements](#) (as described on the previous page)

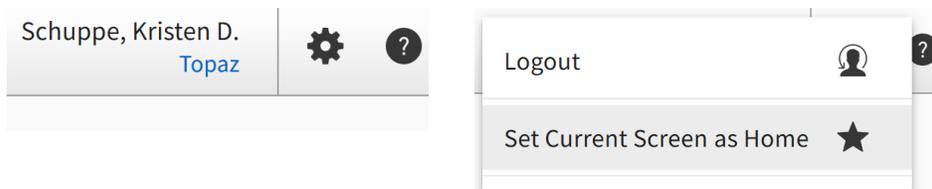
a. If you receive the following error, you will need to reset your home page. Press OK to clear the alert.



b. Click on the Product Selector icon  in the top-left corner of the screen, and select *TOPAZ Technologies* in the dropdown menu

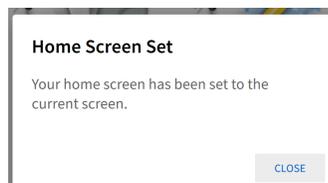


2. Click on the  icon next to your name to display a drop-down menu



3. Click on *Set Current Screen as Home*

4. Once set, a small popup window will appear in the center of the screen.



5. When you are finished working in TOPAZ, click again on the  or  icon by your name

- a. Click on *Logout* in the drop-down menu
- b. Close your browser window or tab

# Understanding My Dashboard



**\*\*Note, in the current version of TOPAZ, *My Dashboard* is no longer nested within *Animal Protocols*\*\***



**1A.** On the Topaz Technologies (main) page, under the Places menu, click on *My Dashboard*.

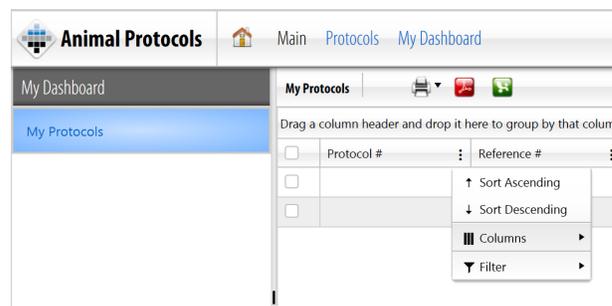


**1B.** You can also access My Dashboard from other modules of the site. Hover the mouse over the Product Selector  icon at the top-left of the screen and then select *My Dashboard*.



**2.** Your access level in TOPAZ will determine the number/type of tabs you see under *My Dashboard*

**3.** Each column in *My Dashboard* can now be sorted or filtered by clicking on the three vertical dots on the right side of each column header



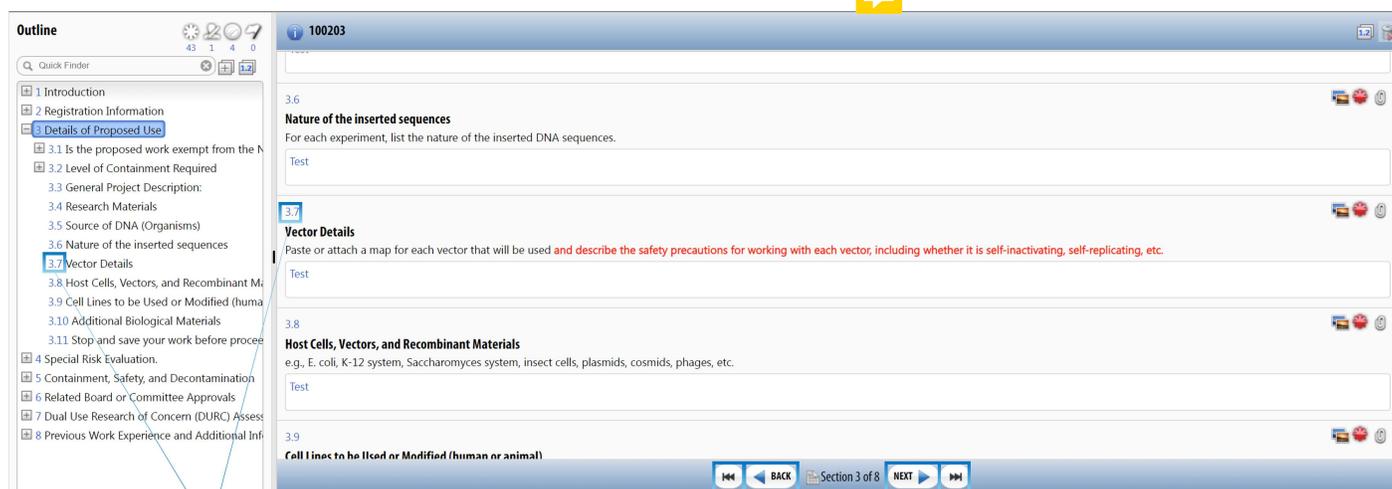
**4.** Note, both IACUC and IBC protocols will now appear together in *My Dashboard*. You can sort or filter by *Product Family* to distinguish between them (labeled as *Animal Studies* and *Biosafety Studies*, respectively).

**5.** Select a dashboard item (e.g., a protocol) by clicking on any cell in the row.

# Creating a Protocol Request



1. Click *Biosafety Protocols* on the Compliance  menu.
2. Click the Protocols  icon and *Create Original Protocol* from the Protocols menu items.
3. Click on the appropriate protocol form from the Select Form grid.  
**\*\* Please read Protocol instructions thoroughly**
4. Expand each section within the outline and protocol by clicking the  icon.  
**\*\* Please Choose a Principle Investigator and click Save**
5. Click on the trash can  icon if you want to delete the Protocol  
**\*\* Can not be deleted after submission; requester would need to contact ORIA at IBC.gatech.edu to have it withdrawn.**



Easily locate each section within the protocol

Takes user to the first section of the protocol

Go back to previous section of the protocol

Go forward to next section of the protocol

Takes user to the last section of the protocol

6. Enter the required information for each section of the protocol request.  
**\*\* Please pay close attention to *Species Selection* (screenshot above) as this section differs from the others.**
7. Save often. A green rectangle will appear in the bottom right corner when the save has been completed.
  - If not finalizing the submission you can always find unsubmitted protocols by Clicking *Open Unsubmitted Protocols* from the Protocols menu items.



# Creating a Protocol Request

8. a. If you are the PI, Click Submit 



\*\*\*Please only click this button once. The process sometimes takes several seconds to complete.

b. If you're not the PI, Click *PreSubmit*  and then use the filter to add the PI as a Presubmission Reviewer (see below)



\*\*Refer to the pdf guide "Navigating Filters" for more information on this function

\*\* The PI will receive an email from the TOPAZ system.

\*\* The PI will need to read the acknowledgments in section 8.4 (E-Signature) and then submit the Protocol for it to be reviewed.



\*\*\*Protocols cannot be deleted after submission. If you no longer want to move forward, contact ORIA at [IBC@gatech.edu](mailto:IBC@gatech.edu) office and they will help you withdraw the submission.

# Navigating with Filters

1. Some sections of the protocol form require the use of a filter to pull data from a list. One example is the *Protocol Associates* section (seen below)

2.12 + ?

**Protocol Associates**

Use the (+) to add all personnel who will be involved with this protocol. Once the individual is added, identify their role (see (?) for role information). Describe the **Responsibilities** of each associate listed, be sure to specify (high school student, undergraduate, graduate, post-doc, lab technician, visiting scholar, etc.). Under **Comments** briefly describe training plan or qualifications for person listed on this protocol.

2. Click on the  button to open the data set (in this case, a staff list):

Select Staff Filter: Not Set...

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Last Name ↑	First Name	Middle Name	Staff Number
<input type="checkbox"/>	Test	Topaz		

3. Click on the 3 vertical dots to the right of a column header and then click *Filter*:

Select Staff

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Last Name ↑	First Name
<input type="checkbox"/>	Test	

↑ Sort Ascending  
↓ Sort Descending  
Columns  
Filter

4. Type in the value that you want the field to contain and then click *Filter*:

<input type="checkbox"/>	Last Name ↑	First Name	Middle Name
<input type="checkbox"/>	Test		

↑ Sort Ascending  
↓ Sort Descending  
Columns  
Filter

Show items with value that:

Contains

And

Contains

Filter Clear

**Results.** Click the check-box to the left of data entries and then click okay to select those.

# Checking Submission Status

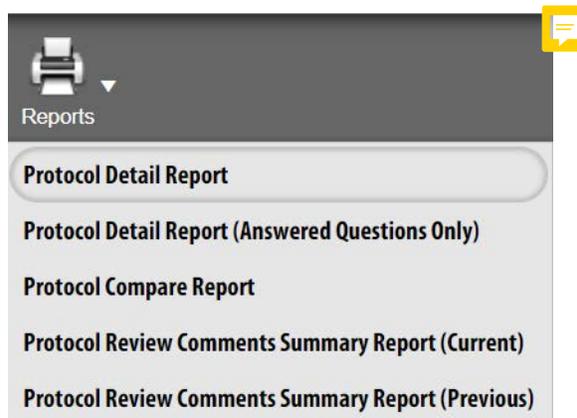


1. Click Biosafety Protocols on the Compliance  menu.
2. Click Open Submitted Protocols from the Protocols  menu items.
3. Click on the appropriate protocol from the Submitted Protocol grid.
4. View Protocol information by clicking the  icon located to the left of the protocol number.

**\*\*Click on different tabs to view information about associated reviews, etc.**



5. Click on the reports icons to find detailed information on the current protocol.



# Returned for Modification

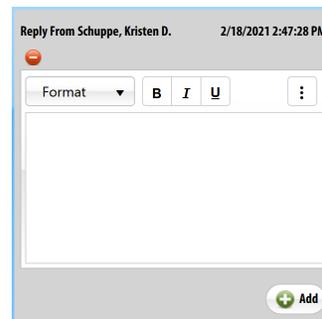


1. Click on *My Dashboard* from the Places menu on the Topaz Technologies (main) page  
or
2. Click My Dashboard from the Product Selector drop-down menu
3. Select the My Protocols tab (if you have more than one tab).
4. Click on the appropriate protocol with the status of Returned for Modification
5. In the Outline panel (on the left), click the 🗨️ icon, which will highlight the sections that include Summary Comments. Comments appear in a rectangle to the right of the relevant section.

**\*\*To respond to a comment,**

a. Click the 🖋️ icon to the right of the comment.

b. Type your response and click "Add"



6. Click the Compare  icon (also in the Outline panel) to highlight any sections that changed since the previous version of the protocol. 

**\*\* Additions as well as deletions will be reviewed upon resubmission.**



**\*\* Uncheck all Outline icons to see all sections in the outline.**

7. Once you're made the recommended modifications, click  Save.

8. Resubmit the protocol request (if you're the PI) by clicking



\*Otherwise, click  and then click *Add Presubmission Reviewer* to add your PI's name.

# Viewing Approved Protocols



1. Click *Biosafety Protocols* on the Compliance  menu.
2. Click *Open Approved Protocols* from the Protocols  menu.
3. Select a protocol by clicking on any cell in the row.

Select Approved Protocol    Filter: Not Set...

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Reference #	Protocol Status	Version #	Approval Date	Protocol Type
<input type="checkbox"/>	100143	Approved	1	10/5/2017	Original
<input type="checkbox"/>	100108	Approved	1	7/20/2016	Original
<input type="checkbox"/>	100126	Approved	3	3/25/2019	Amendment
<input type="checkbox"/>	100144	Approved	2	5/22/2019	Amendment
<input type="checkbox"/>	100204	Approved	2	7/25/2019	Amendment
<input type="checkbox"/>	100173	Approved	1	5/1/2019	Original
<input type="checkbox"/>	100217	Approved	1	7/1/2019	Original
<input type="checkbox"/>	100092	Approved	1	5/1/2017	Original
<input type="checkbox"/>	100106	Approved	1	1/3/2019	Original
<input type="checkbox"/>	100235	Approved	1	7/18/2019	Original
<input type="checkbox"/>	100259	Approved	1	8/26/2019	Original

# Creating an Amendment Protocol Request



1. Click *Biosafety Protocols* on the Compliance  menu.

2. Click *Create Amendment* protocol on the Protocols menu.

3. Click on the appropriate protocol from the *Select Protocol for Amendment* grid.

4. Click on the appropriate amendment form in the *Select Form* grid.

5. **Complete the *Amendment Summary***, and then amend the other protocol sections as needed. 

A: Please be sure to remove any Amendment Summary information from an already approved amendment. 

B: Change the font color of any new text associated with the amendment so it stands out from the previously approved text.

C: Do not delete any previously approved text unless your are replacing it with new content.

6. Click the Compare  icon to see any changes made since the previous version of the protocol.

7. Save Often. If not finalizing the submission you can always find unsubmitted protocols by clicking *Open Unsubmitted Protocols* from the Protocols menu items.

8. Click Save. 

9. Click *Submit*  (if you're the PI). Otherwise, click *Presubmit*  and then click *Add Presubmission Reviewer* to add your PI's name.

## Check submission status

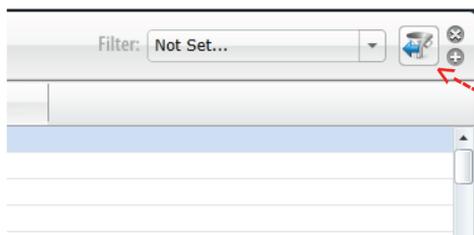
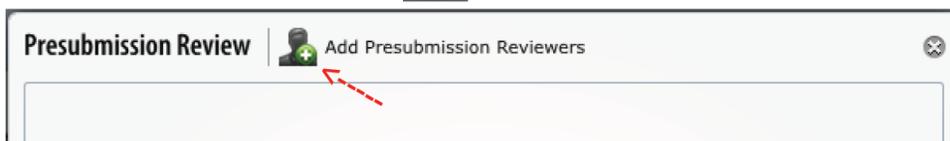
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# Creating a Renewal Protocol Request



1. Click *Biosafety Protocols* on the Compliance  menu.
2. Click *Create Renewal Protocol* from the Protocols menu items.
3. Select the protocol to renew.
4. Click on the appropriate protocol renewal form from the *Select Form* grid
5. Save Often. If not finalizing the submission, you can always find unsubmitted protocols by clicking Open Unsubmitted Protocols from the Protocols menu items. 
  - A:** Please remove any previously completed items (objectives, experimental groups, procedures, etc.).
  - B:** Please be sure to update your requested animal numbers to reflect the used animals as well as any new animals needed for upcoming experiments.
  - C:** Please remove all previous Amendment notations.
  - D:** Please add any new items (objectives, experimental groups, etc) that will involved in the coming 3-year period.
6. Complete the Renewal.
7. a. If you are the PI, Click Save  and then click *Submit* 

\*\*\*Please only click this button once. The process sometimes takes several seconds to complete.
- b. If you're not the PI, Click *PreSubmit*  and then use the filter to add the PI as a Presubmission Reviewer (see below)



**\*\*Refer to the pdf guide "Navigating Filters" for more information on this function**

\*\* The PI will receive an email from the TOPAZ system.

\*\* The PI will need to read the acknowledgments in section 8.4 (E-Signature) and then submit the Protocol for it to be reviewed.

## Check Protocol submission

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