



REMO Animal Module - New PAA Forms and Process

The revised Renewal, Amendment and Closing reports will be put into production in the REMO system over the upcoming weekend (Dec 14-15).

The main difference in the workflow between the old and new forms is that you will no longer be able to make changes to your AUP as part of an annual report/renewal application.

- Year 1, 2 and 3 annual reports will be used to report on what happened in the past year and request animals for the upcoming year, based on what is currently approved in your AUP. These can be processed quickly by the ACUC, which will ensure that AUPs do not expire and PIs do not lose access to ongoing funding linked to their approved AUPs.
- If you want to make changes to your AUP, you will need to submit an amendment.
- Note: 4th year renewals will still require a full update of the AUP per CCAC requirements.

Researchers will now be able to submit a renewal AND an amendment separately and simultaneously in the online system. Practically this means you will not see a link to edit your study at the end of the renewal form AND while you have a renewal in process, you will be able to see the button that allows you to create a new amendment.

If you currently have an open renewal, amendment or closing report (PAA Open):

- a “snapshot” of your existing PAA form will be made.
- data in the existing forms will be transferred to the new forms. Some of the old questions have been deleted, so your answers to those questions will not be seen on the new form. However, the "snapshot" will include all this information.
- renewals in process will continue to be able to access the modified study (because this was the process before the new forms came into effect), as such, if you currently have a renewal in process, you would NOT be able to also create an amendment (under the new process) until that renewal has been approved.

After December 16th:

- You will use the new forms when you create a new renewal, amendment and/or closing report
- You will not be able to make changes to the AUP as part of a renewal
- You will be able to create an amendment and a renewal at the same time (two separate post approval activities, see image below).

Instructions and guidance are embedded within the new forms and we encourage users to contact their ACUC Specialist and/or the Research Ethics Office with ANY questions.

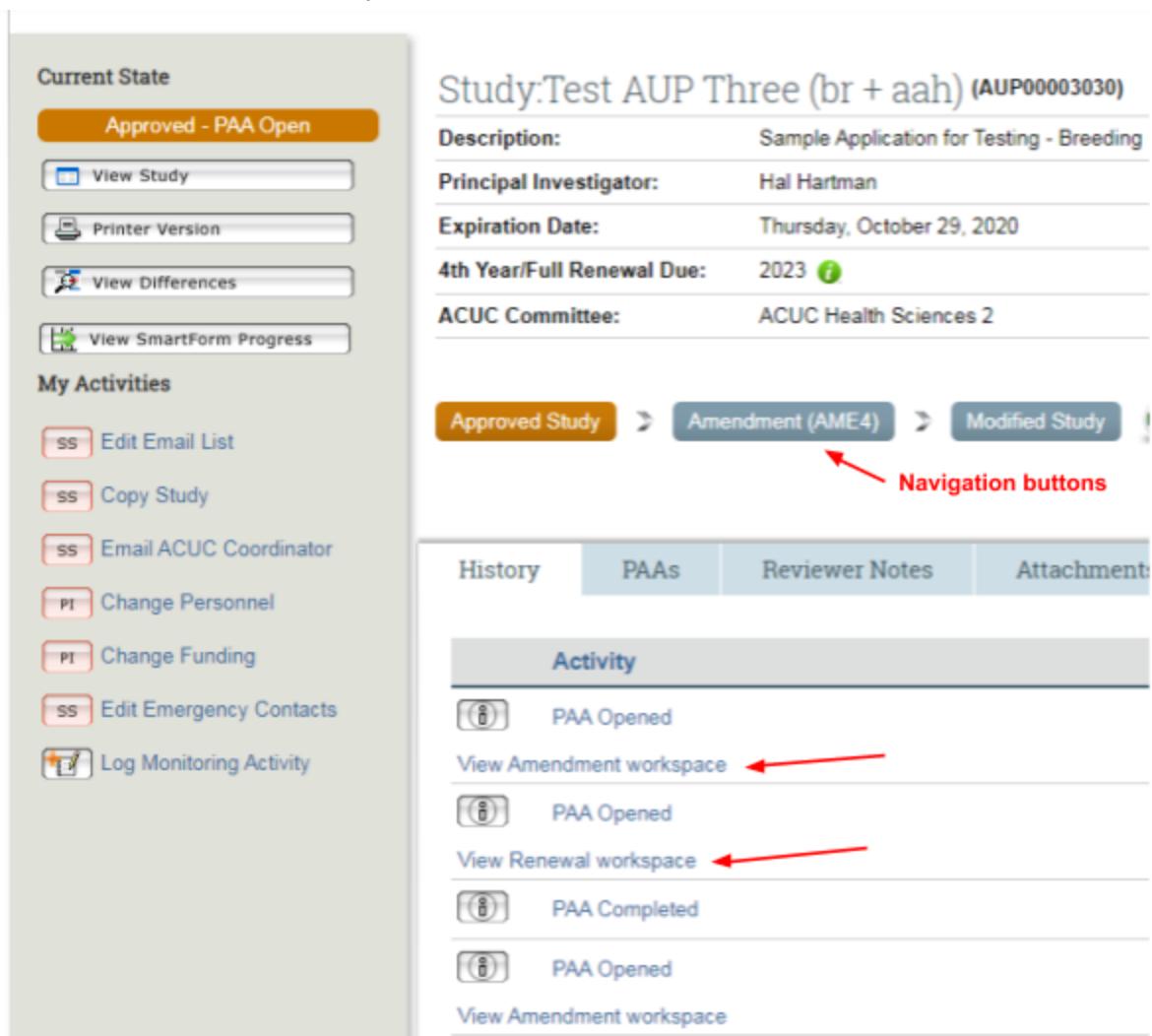
ACUC Livestock and Biosciences: Marianne Hert 780-492-2182

ACUC HS1: Shirley Knothe-Riley 780-492-5322

ACUC HS2: Michelle Schrader 780-492-7103
Research Ethics Office 780-492-0459

The update to these forms over the weekend will not result in any disruptions to service, **HOWEVER, please note that REMO will be down December 21-22 for system maintenance.**

If you've created both a renewal and an amendment, the main page of your study will show both these "workspaces" separately, as shown below.



The screenshot displays the main page for a study titled "Study:Test AUP Three (br + aah) (AUP00003030)". The page is divided into several sections:

- Current State:** Shows "Approved - PAA Open" with buttons for "View Study", "Printer Version", "View Differences", and "View SmartForm Progress".
- My Activities:** Lists various actions such as "Edit Email List", "Copy Study", "Email ACUC Coordinator", "Change Personnel", "Change Funding", "Edit Emergency Contacts", and "Log Monitoring Activity".
- Navigation buttons:** A row of buttons includes "Approved Study", "Amendment (AME4)", and "Modified Study". A red arrow points to the "Amendment (AME4)" button with the label "Navigation buttons".
- History Table:** A table with tabs for "History", "PAAs", "Reviewer Notes", and "Attachments". The "History" tab is active, showing a list of activities. Two red arrows point to "View Amendment workspace" and "View Renewal workspace" in the list.

Activity
PAA Opened
View Amendment workspace
PAA Opened
View Renewal workspace
PAA Completed
PAA Opened
View Amendment workspace

Note that the navigation buttons become available to you once a PAA is created, but will only show the navigation for the most recent PAA created (in this case the Amendment). To access the Renewal created, click on "View Renewal workspace" to access that workspace.