Animal Research Information Electronic Submission (ARIES) Now Available

The Vice Provost for Research, the Division of Finance, the Office of Regulatory Affairs, and Information Systems and Computing are pleased to announce the release of the Animal Research Information Electronic Submissions system (ARIES).

ARIES is a new secure, web-based animal research protocol submission application that will provide the ability to electronically submit, track, and manage Institutional Animal Care and Use Committee (IACUC) protocol submissions.

This release allows the creation, submission, electronic routing, and approval of animal research protocols to the IACUC, including the ability to submit Continuing Reviews and Amendments to an existing animal research protocol created within the ARIES system. This release also includes electronic notifications and the ability for internal review entities, including IACUC members, to review protocols [electronically].

Who should use ARIES?
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ARIES can be used by members of the research community involved in IACUC protocol creation, submission, routing, review and/or approval. The following internal review entities with appropriate access may also use this application to view a protocol:

- IACUC Committee Members
- Veterinary Review
- Office of Environmental Health and Radiation Safety
- Office of Research Services
- HUP Department of Healthcare Epidemiology and Infection Control
- ULAR Diagnostic Services
- Animal Welfare Compliance (ORA)

Benefits of ARIES
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Anticipated benefits of ARIES include:

- Streamlined submission process, eliminating the need for researchers to copy and deliver multiple copies of a protocol to other University review units, and eliminating duplicative data entry
- Official inclusion of delegated research personnel into the submission and review process, effectively reducing the amount of direct effort of the Principal Investigators
- Ability for Principal Investigators to reuse data and reduce manual efforts associated with the submission of protocols
- Improved process efficiency and accuracy through electronic routing for approvals and reviews and automatic generation of alerts/notifications based on status changes
- Easy access to review step-wise progress and status of the protocol review
- Secure access to information, including historical data
- Enhancing regulatory compliance through integration of organizations that support animal research, including ULAR (Veterinarians, Diagnostic Services, and Training), EHRS, and HUP Infection Control
- Ability for IACUC Members to electronically review IACUC protocols and amendments

Access
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ARIES will be available to all research staff at Penn with a valid PennKey and password. Users will only need to authenticate with their PennKey and password before accessing the system with a standard web browser (see http://www.upenn.edu/computing/pennkey/ for more information about PennKeys and PennKey passwords).

Optional orientation sessions
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Optional orientation sessions are available to researchers who create, review, or approve animal research protocols. These sessions will provide an overview of the ARIES application, including navigation and other features.

To register for a session:
1) Go to Knowledge Link at http://knowledgelink.upenn.edu/.
2) Authenticate with your PennKey and PennKey password.
3) Click "Training - Optional" in the left toolbar.
4) When the training list loads, scroll down to the course titled "ARIES - Animal Research Information Electronic Submissions Orientation Sessions – UNIV" and click "Enroll".

If you have any trouble accessing the course, contact aries_help@lists.upenn.edu.

Desktop requirements
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ARIES can only be accessed using one of the University-supported browsers. For a current list of Penn-supported browsers see the Supported Products page at http://www.upenn.edu/computing/product/.

Saving to PDF: If you do not currently have software such as Adobe Acrobat Pro to save documents as PDF files, there are shareware and freeware options available. See the "Saving Documents in PDF Format" section of the Penn Computing web page at http://www.upenn.edu/computing/provider/product/specs/adobereaderprovider.html for more information and for links to shareware and freeware options.

For more information on desktop requirements, see the Desktop Requirements page at http://project.pennera.upenn.edu/desktop_req.asp. If you have any questions about the desktop requirements, contact your Local Support Provider. For a contact list, go to http://www.upenn.edu/computing/view/support/.

End-user support
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For help with the ARIES application, contact aries_help@lists.upenn.edu.

Reference materials available
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ARIES reference materials are available on the “Submissions” page on the IACUC web site at [http://www.upenn.edu/regulatoryaffairs/index.php](http://www.upenn.edu/regulatoryaffairs/index.php). Included are a Submitters' Guide (plus a quick reference guide) and a PI/Dept Reviewers' Guide.

Questions
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If you have any questions, comments, or suggestions, please send an e-mail to aries_help@lists.upenn.edu.

--Dr. Steven J. Fluharty, Vice Provost for Research
--Stephen Golding, Vice President, Finance and Treasurer
--Robin H. Beck, Vice President, Information Systems and Computing
--Dr. Troy Hallman, Director of Animal Welfare, Office of Regulatory Affairs

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Recombinant DNA Registration & Submission of IACUC Protocols using ARIES

The Institutional Biosafety Committee (IBC) and the Office of Environmental Health and Radiation Safety (EHRS) strongly encourage the University of Pennsylvania research community to submit recombinant DNA registrations well in advance of submitting IACUC protocols using the IACUC’s electronic submission application, ARIES.

When you submit an ARIES protocol involving rDNA work, you will be required to enter either an IBC number or "pending". If you enter "pending," your protocol will be reviewed, but approval will be withheld until a valid IBC number has been entered. To avoid approval delays, we encourage you to submit an rDNA registration to obtain a valid IBC number before you submit a protocol through ARIES.

If you have an rDNA registration pending IBC review you can receive the IBC number assigned to your registration and add it to your initial ARIES submission by contacting any member of the biosafety staff (215-898-4453). This will avoid the need to resubmit your protocol in order to enter the rDNA approval number to replace a "pending" entry. You must still have the IBC rDNA approval letter in your possession before any rDNA work covered by the relevant registration is initiated.

Failures to comply with The NIH Guidelines for Research Involving Recombinant DNA Molecules may threaten NIH funding for the entire institution. Prior planning and coordination of your submissions to the IBC and the IACUC should eliminate frustration and enable the approval of your work in a timely manner.

If you have any questions, please contact EHRS or the IBC at 215-898-4453.