

# How to Edit Your USF IACUC ARC Researcher Profile

## 1. When you log into ARC, your Inbox page should open.

The screenshot shows the ARC interface with the 'Inbox' tab selected. The page displays a list of items requiring action. The 'Inbox' tab is circled with a red circle and labeled '1'. The 'Name' column header is circled with a red circle and labeled '2'. The 'Type' column header is circled with a red circle and labeled '3'. The 'State' column header is circled with a red circle and labeled '4'. The table contains two rows of data.

ID	Name	Date Modified	Type	Owner	State	Last State Change
IS00008414	IACUC RN Testing Minutes	11/18/2020 8:36 AM	IACUC Study		1. Pre Submission	11/18/2020 8:31 AM
IS00008412	Meeting Minutes RN testing TM	11/17/2020 3:22 PM	IACUC Study	Tortelli, Carla	15. Meeting Complete: Changes Required By IACUC	11/17/2020 3:22 PM

1. The **Inbox** tab displays all applications requiring attention by you or your study team.
2. **Name** displays the name of the applications in your inbox. Clicking the name will bring up that application's workspace.
3. **Type** displays the type of application (study, modification, etc.).
4. **State** displays where the application is in the review process.

## 2. Click on the Profile Tab.

The screenshot shows the ARC interface with the 'Profile' tab selected. The 'Profile' tab is circled in red. The page displays a list of items requiring action, identical to the screenshot above.

ID	Name	Date Modified	Type	Owner	State	Last State Change
IS00008414	IACUC RN Testing Minutes	11/18/2020 8:36 AM	IACUC Study		1. Pre Submission	11/18/2020 8:31 AM
IS00008412	Meeting Minutes RN testing TM	11/17/2020 3:22 PM	IACUC Study	Tortelli, Carla	15. Meeting Complete: Changes Required By IACUC	11/17/2020 3:22 PM

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## 3. Click on your name or the profile tab.

The screenshot shows a navigation menu with tabs: Inbox, IRB, IACUC, Approved Studies, Profile (highlighted with a red box), and COI. Below the menu, a message states: "Any training profiles/certifications on record in the system are displayed here." Underneath is the heading "My Profile Link" followed by a table:

Name	Profile Number	CV/Biosketch
Rebecca Simms (PI)'s Profile (highlighted with a red box)	00025164	test.docx(0.01)

## 4. Click on the Edit Researcher Profile button to enter the editing workspace.

The screenshot shows the "Current State" as "Active". Below this is a button for "Edit Researcher Profile" (highlighted with a red box) and a "Printer Version" button. The main heading is "Rebecca Simms (PI)'s Profile". To the right, profile details are listed:

- Profile ID: 00025164
- Email: demo@webridge.com
- Department: Click Commerce
- Created: 10/29/2020 3:43 PM
- Last Modified: 10/30/2020 10:42 AM
- Account Disabled: No

Below the details is a section for "My Research Associates:" with a table that currently has no items to display.

Last Name	First Name	E-Mail	Phone	Mobile	Prof
There are no items to display					

## 5. Work through each section, uploaded documents and information that are required to become IACUC certified.

The screenshot shows the "Editing: 00025164" workspace. On the left is a sidebar with a "Validate" button and a list of sections: "1 Master Profile Settings" (highlighted), "2 Investigator Information", "3 IACUC Training", and "4 IRB Training". The main content area is titled "Researcher Profile" and shows a version number of "1.0".

Section 1.1: Profile Name: Rebecca Simms (PI)'s Profile

Section 1.2: Select all that apply to your research activities at USF:

- IRB I conduct research requiring approval from Institutional Review Board(IRB)
- IACUC I conduct research requiring review by an Institutional Animal Care and Use Committee(IACUC)