Comparing Animal Use Protocol (AUP) versions

This quick guide describes basic navigation for users wanting to compare AUP application versions submitted on the Research Administration Information System (RAIS). Additional resources are available on the RAIS login and support page.

VPN Requirements:

*If you are accessing RAIS off-campus, ensure that your device is connected to Virtual Private Network (VPN). Otherwise, you will be taken to a white screen with an error message.*

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Screenshot</th>
</tr>
</thead>
</table>
| Access UVic-RAIS through the [RAIS login & support](#) page (top image) or from the UVic [Online tools](#) menu (bottom image). | **How to access RAIS**
1. Log in to [RAIS](#) using your NetLink ID and password.
2. Access from off-campus requires use of the UVic VPN. If your personal computer or laptop is not connected to the VPN, you'll get a white screen with no instructions. | **Online tools**

**Most used**
- Email
- Brightspace
- Cascade WCMS
- FMIS
- FAST
- [RAIS](#)
- Chrome River (expense management system)
- Microsoft Teams
- Zoom video conferencing
- Apex Applications
- [ONECard account](#)
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| 2. **Select** Animal Ethics from the homepage.  
The applications open to you are listed under the **Researcher** tab.  
**TIP:** **Click** on the Protocol ID to access the application's project page. | ![Animal Ethics Protocols](image1) |
| 3. Locate the **Submissions** tab and **click** on the tab to view all the versions of the application. | ![SUBMISSIONS](image2) |
| 4. Review details about each submission:  
- Date  
- ACC response  
- Version  
- Section updates | ![Table](image3) |
To compare *sequential* versions of the AUP, **click** the double-arrow icon.

To compare *non-sequential* versions of the AUP, **click** the + **Additional options** icon at the bottom of the submissions tab.

**TIP:** Pay attention to the version numbers. Select the version numbers from the drop-down menus and **click** **view differences**.

<table>
<thead>
<tr>
<th>Date of submission</th>
<th>ACC response</th>
<th>Version</th>
<th>Sections changed</th>
<th>Compare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 29, 2024, 10:47 AM</td>
<td></td>
<td>4.0</td>
<td>B. Project information</td>
<td><img src="#" alt="Compare" /></td>
</tr>
<tr>
<td>Jan 22, 2024, 1:42 PM</td>
<td></td>
<td>3.0</td>
<td>D. Purpose of animal use</td>
<td><img src="#" alt="Compare" /></td>
</tr>
<tr>
<td>Jan 22, 2024, 1:27 PM</td>
<td></td>
<td>2.0</td>
<td>B. Project information</td>
<td><img src="#" alt="Compare" /></td>
</tr>
<tr>
<td>Jan 22, 2024, 1:17 PM</td>
<td></td>
<td>1.0</td>
<td>N/A</td>
<td><img src="#" alt="Compare" /></td>
</tr>
<tr>
<td>Jan 22, 2024, 1:16 PM</td>
<td></td>
<td>0.1</td>
<td>N/A</td>
<td><img src="#" alt="Compare" /></td>
</tr>
</tbody>
</table>

**Compare additional versions**

Choose source version ▼ vs. Choose changed version ▼

**View differences**

The version comparison opens with changed section(s) expanded.

View changes. Previous text appears as **red**-highlighted text with a strikethrough and new text is highlighted in **green**.
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<tr>
<td>To exit the comparison view, <strong>click</strong> AUP number above Section A.</td>
<td><img src="image" alt="UVIC Research protocol screenshot" /></td>
</tr>
</tbody>
</table>

*animal* (ae-24-031) research example

+ **A. Research team**