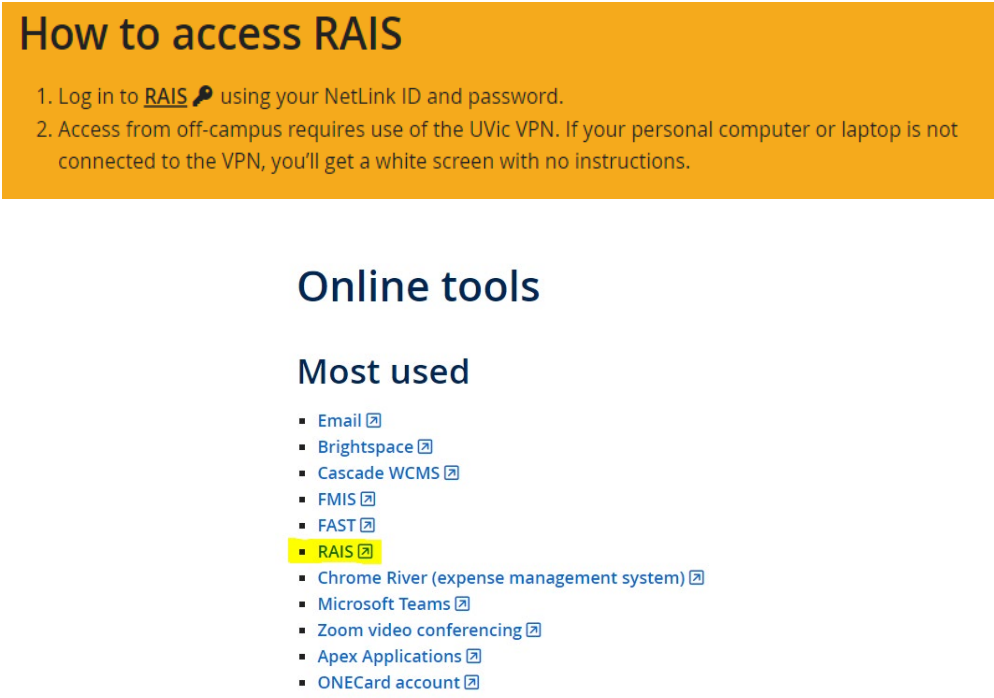



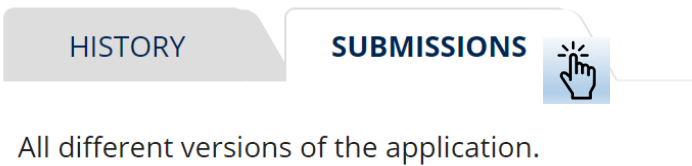

Comparing Animal Use Protocol (AUP) versions

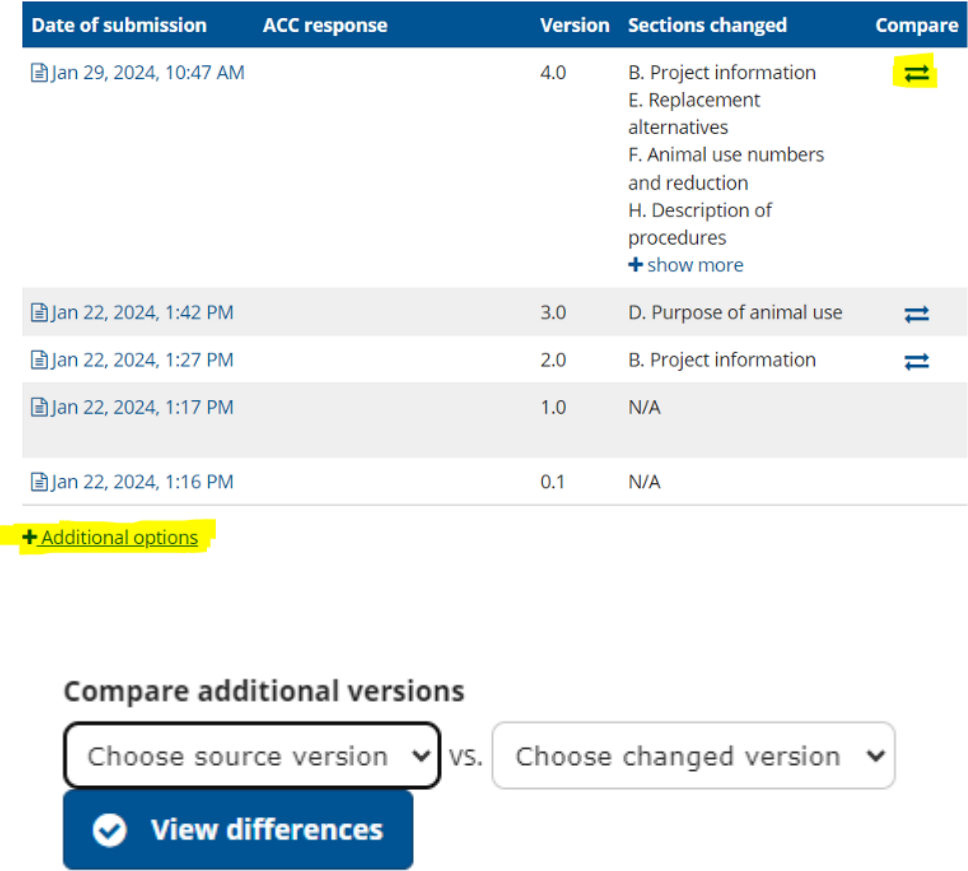
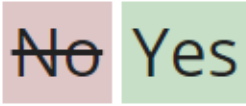
This quick guide describes basic navigation for users wanting to compare AUP application versions submitted on the Research Administration Information System (RAIS). Additional resources are available on the [RAIS login and support page](#).

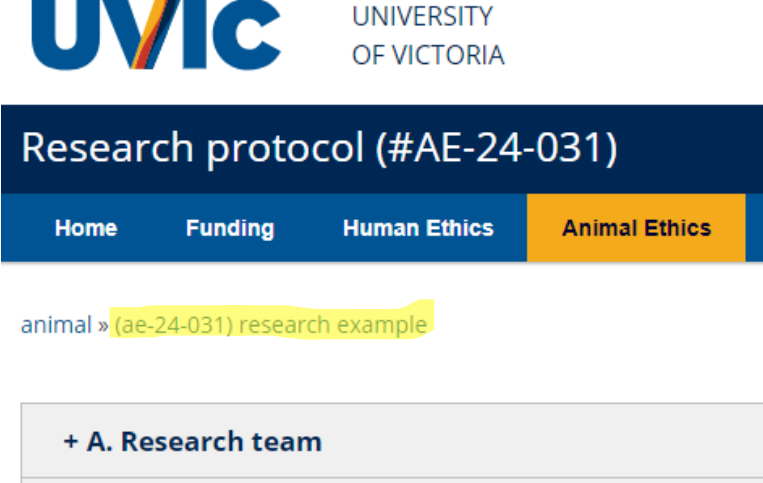
VPN Requirements:

*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.*

	Instructions	Screenshot
1	<p>Access UVic-RAIS through the RAIS login & support page (top image) or from the UVic Online tools menu (bottom image).</p> <p>Log-in with your NetLink ID and password.</p>	 <p>How to access RAIS</p> <ol style="list-style-type: none"> 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. <p>Online tools</p> <p>Most used</p> <ul style="list-style-type: none"> ▪ Email ▪ Brightspace ▪ Cascade WCMS ▪ FMIS ▪ FAST ▪ RAIS ▪ Chrome River (expense management system) ▪ Microsoft Teams ▪ Zoom video conferencing ▪ Apex Applications ▪ ONECard account

	Instructions	Screenshot
2	<p>Select Animal Ethics from the homepage.</p> <p>The applications open to you are listed under the Researcher tab.</p> <p>TIP: <i>Click</i> on the Protocol ID to access the application's project page.</p>	
3	<p>Locate the Submissions tab and <i>click</i> on the tab to view all the versions of the application.</p>	
4	<p>Review details about each submission:</p> <ul style="list-style-type: none"> • Date • ACC response • Version • Section updates 	

	Instructions	Screenshot																														
5	<p>To compare <i>sequential</i> versions of the AUP, click the double-arrow icon.</p> <p>To compare <i>non-sequential</i> versions of the AUP, click the + Additional options icon at the bottom of the submissions tab</p> <p>TIP: Pay attention to the version numbers.</p> <p>Select the version numbers from the drop-down menus and click view differences.</p>	 <table border="1"> <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 E. Replacement alternatives F. Animal use numbers and reduction H. Description of procedures + show more</td> <td></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></td> </tr> <tr> <td>Jan 22, 2024, 1:27 PM</td> <td></td> <td>2.0</td> <td>B. Project information</td> <td></td> </tr> <tr> <td>Jan 22, 2024, 1:17 PM</td> <td></td> <td>1.0</td> <td>N/A</td> <td></td> </tr> <tr> <td>Jan 22, 2024, 1:16 PM</td> <td></td> <td>0.1</td> <td>N/A</td> <td></td> </tr> </tbody> </table> <p>+ Additional options</p> <p>Compare additional versions</p> <p>Choose source version vs. Choose changed version </p> <p> View differences</p>	Date of submission	ACC response	Version	Sections changed	Compare	Jan 29, 2024, 10:47 AM		4.0	B. Project information E. Replacement alternatives F. Animal use numbers and reduction H. Description of procedures + show more		Jan 22, 2024, 1:42 PM		3.0	D. Purpose of animal use		Jan 22, 2024, 1:27 PM		2.0	B. Project information		Jan 22, 2024, 1:17 PM		1.0	N/A		Jan 22, 2024, 1:16 PM		0.1	N/A	
Date of submission	ACC response	Version	Sections changed	Compare																												
Jan 29, 2024, 10:47 AM		4.0	B. Project information E. Replacement alternatives F. Animal use numbers and reduction H. Description of procedures + show more																													
Jan 22, 2024, 1:42 PM		3.0	D. Purpose of animal use																													
Jan 22, 2024, 1:27 PM		2.0	B. Project information																													
Jan 22, 2024, 1:17 PM		1.0	N/A																													
Jan 22, 2024, 1:16 PM		0.1	N/A																													
6	<p>The version comparison opens with changed section(s) expanded.</p> <p>View changes. Previous text appears as red-highlighted text with a strikethrough and new text is highlighted in green.</p>																															

	Instructions	Screenshot
7	To exit the comparison view, click AUP number above Section A.	 <p>The screenshot shows the UVIC University of Victoria website. At the top left is the UVIC logo. To its right, the text 'UNIVERSITY OF VICTORIA' is displayed. Below this is a dark blue header bar with the text 'Research protocol (#AE-24-031)'. Underneath the header is a navigation menu with four items: 'Home', 'Funding', 'Human Ethics', and 'Animal Ethics'. The 'Animal Ethics' item is highlighted in orange. Below the navigation menu is a breadcrumb trail: 'animal » (ae-24-031) research example', where '(ae-24-031)' is highlighted in yellow. At the bottom of the visible content is a light gray button with the text '+ A. Research team'.</p>