

**A\*STAR IRB-IACUC Online System**

# **HARMONY: Human & Animal Research Management & Oversight System**

**User Guide – for PIs & researchers**

**IACUC**

[iacuc@a-star.edu.sg](mailto:iacuc@a-star.edu.sg)

Version 4; updated 31<sup>st</sup> July 2025



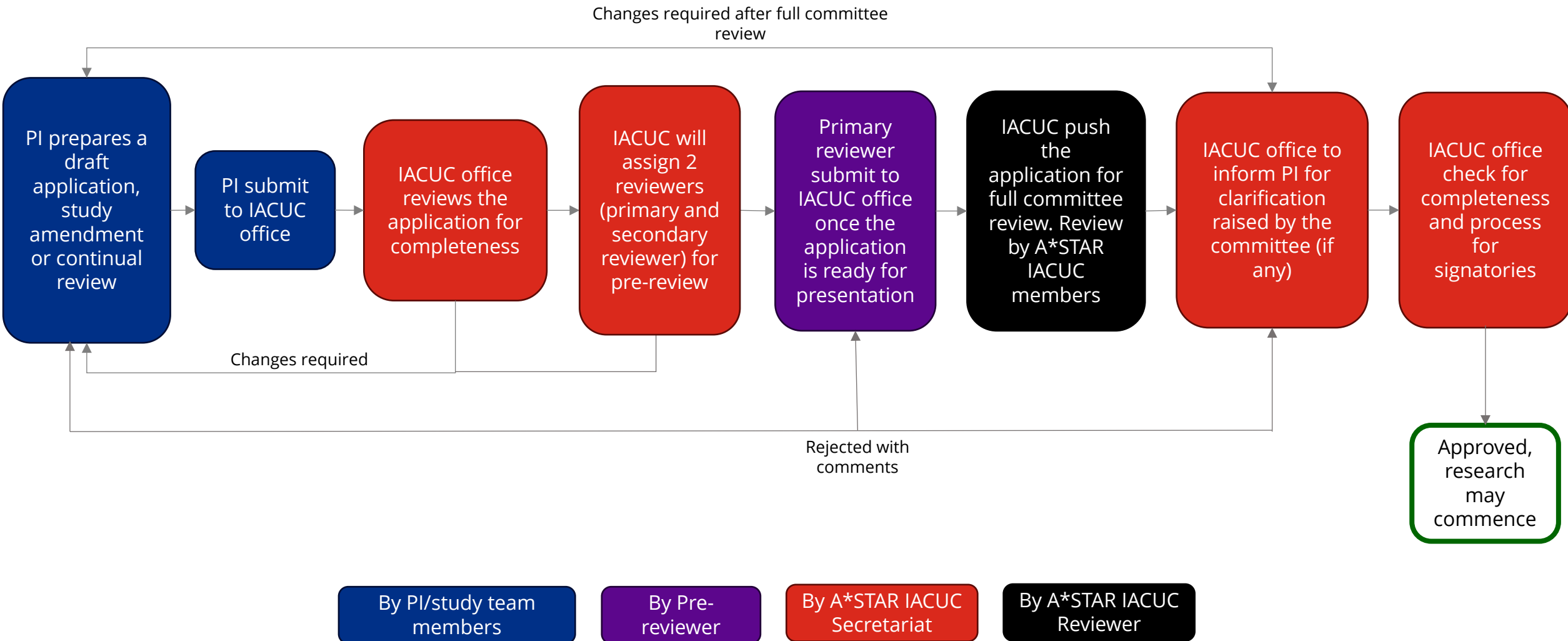
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# Important Pre-Requisites of Using the System

- a) **Both** internal and external users need to have an **account created** for them. Please contact IACUC office for the necessary information required.
- b) Accounts will be **locked after 90 days of inactivity**.  
For external users, IACUC office will forward a reminder email 14 days before account expiry. Please log-in to the website upon receiving the reminder.
- c) The HARMONY is **accessible [here](#)**. It is recommended to use Microsoft Edge browser.
- d) User need to have **pop-up blockers on their browser disabled**.
- e) User need to be **connected to WIFI to access the site**. If you need to be connected to A\*STAR network, please connect to VPN. Connection via LAN is unstable and may prevent the user from logging in.
- f) Only user with an “investigator role” will be able to create and edit the application form. PI to inform IACUC office if an investigator role to be given to your staff. It is recommended to keep the number of staff with this role to a minimal (recommended only 1-2 staffs).

# Workflow of A\*STAR IACUC Submission



# 1. Logging in to HARMONY

## 1.1 Click on [HARMONY site](#).

The following steps would be applicable to non-A\*STAR users. (For A\*STAR users, you should be automatically logged in to the system once registered. If you are not logged in automatically, please refer to the steps below.)



Sign in

Email, phone, or Skype

[Can't access your account?](#)

Next

**1.2** You will be prompted to sign in via Microsoft.  
Please use your email address that is registered with IACUC.



il.com

Sign in

We'll send a code to il.com to sign you in.

[Use your password instead](#)

Send code

**1.3** Click **“Send code”**. A code will be sent to your email address.



← .com

Enter code

We emailed a code to .com. Please enter the code to sign in.

Enter code

[Use your password instead](#)

Sign in

**1.4** Please enter the code to sign in.

## 2. Overview of the main homepage

The screenshot shows the main homepage of the a.tune system. On the left is a dark blue sidebar with the 'a.tune' logo and a list of menu items: Home, Protocols, Animal Orders, Animal Management, Billing, Tasks, Reports, and Master Data. Below the menu, the user's name 'Fiza Raffi' is displayed, along with a session expiration timer showing '59 min 59 sec' and three icons for Profile, Refresh, and Logout. The main content area is a light blue dashboard with five horizontal sections, each with an icon and a title. The 'PROTOCOLS' section has 'IACUC' and 'IRB' buttons, with a red arrow pointing from 'IACUC' to 'IRB'. The 'ANIMAL ORDERS' section has 'Requests & Orders' and 'Deliveries & Identification' buttons. The 'ANIMAL MANAGEMENT' section has an 'Experimental Stock' button. The 'BILLING' section has a 'Billing Data' button. A red box at the top right contains the text '2.1 The IACUC will be reflected here.' A larger red box on the right side contains the text '2.2 Only IACUC module is currently active. Animal orders, animal management and billing are not available.'

2.1 The IACUC will be reflected here.

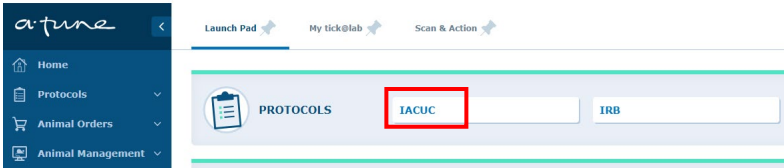
2.2 Only IACUC module is currently active.  
Animal orders, animal management and billing are not available.

**2.3** Inactive session will be logged out after 60 minutes. Countdown timer will be reflected as shown here.

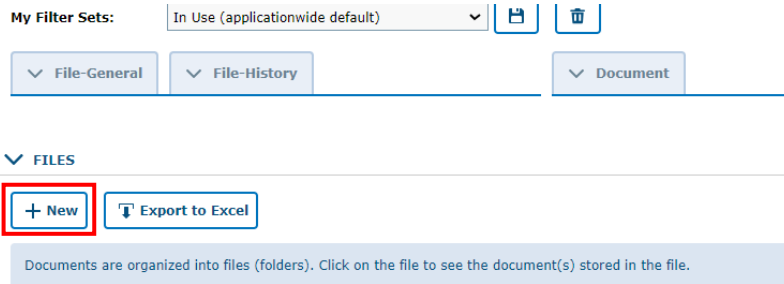
**2.4** Please use the refresh button shown here instead of the browser refresh button to prevent any disruption to the system.

# 3. Submitting a New A\*STAR IACUC Application

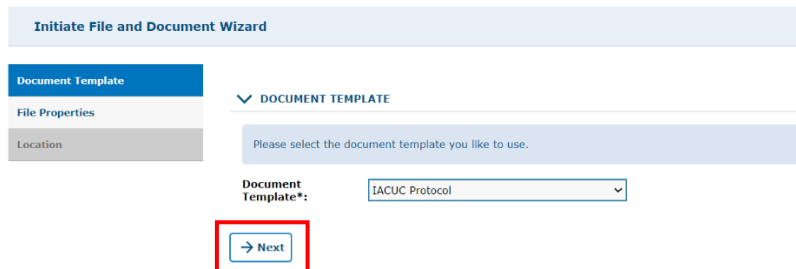
**3.1** Click on **IACUC** to create a new submission for IACUC.



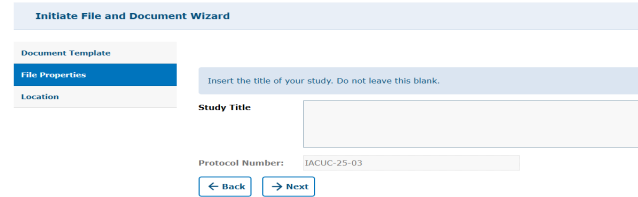
**3.2** Click on **New** to create a new Application.



**3.3** A pop-up will appear, please ensure that the pop-up blocker has been disabled. Click on **Next** and follow the prompts.

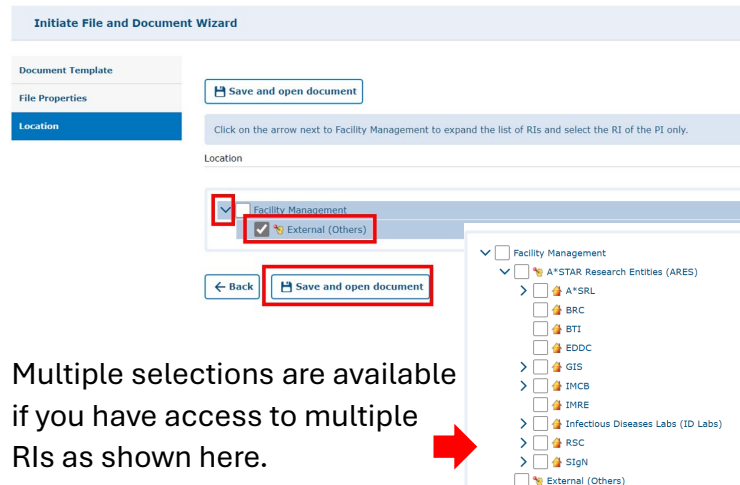


**3.4** Provide the study title in the **Study Title** box and click **Next**.



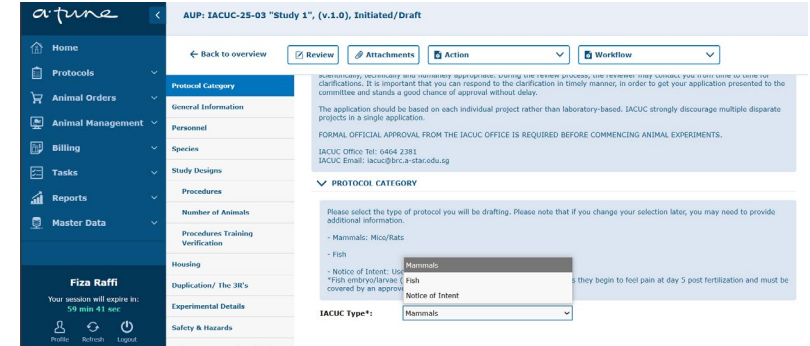
**3.5** Click on the **arrow** to the left of Facility Management to expand the list of RIs. Select the RI of the PI only. Do not click on the text Facility Management as it would not expand if you have access to multiple RIs.

Then click on **Save and Open Document**.



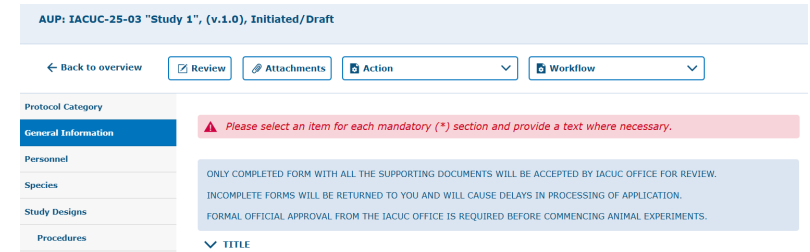
Multiple selections are available if you have access to multiple RIs as shown here.

**3.6** You will be directed to the IACUC Application form. Select the relevant option and fill in all sections accordingly. An example here is for **"Mammals"** application.



**3.7** \*Mandatory questions are indicated with an asterisk, **must** be completed before being able to proceed to the next tab or submission.

Below is an example of the notification that mandatory question has not been completed.



# 3. Submitting a New A\*STAR IACUC Application

**3.8** In personnel tab, PI to note that only personnel selected under this section will have editing rights apart from the PI. Click **Edit selection**.

**3.9** To select an individual, click on **Teams**. This will reveal a list of personnel. Select the name that you would like to list as a co-PI or key personnel.

You may also click on dropdown to find the list of PI's team.

Then select **Apply current selection**.

**3.10** Under study designs tab, fill in accordingly and click on **Add**. You may have multiple study designs if required.

**3.11** Click on **+** to include the details of animals to be used. A pop-up will appear, fill in the details accordingly and click **Apply**.

No. of entries: 1	+	Animal Strain	Source	Sex, Age, Weight	Pain Category	Year 1	Year 2	Year 3	Total number of animals
No. of entries: 1		Balb/c	Inivos	M/F, 2-4weeks old	D	100	100	100	300

**3.12** This section must be completed as it serve as a function to the system. Click on **Add Calculation**.

**3.13** A pop-up will appear. Click on **+New row** and indicate the total number of animals. This section would be the total number of animals required per study design. Do ensure the total number of animals tallies with the table earlier.

# 3. Submitting a New A\*STAR IACUC Application

**3.14** To include an attachment such as safety documents etc., click on **Attachments**.

← Back to overview | Review | Attachments | Action | Workflow

Protocol Category

General Information

Personnel

Species

Study Designs

Number of Animals

Procedures

Procedures Training Verification

Housing

Duplication/ The 3R's

**Safety & Hazards**

PI's Assurance and Declaration

▼ CHEMICAL / PHARMACEUTICAL SUBSTANCES

Chemical / Pharmaceutical substance(s) used?  
*Note: Please exclude drugs that are listed in Paragraph 12E Surgical Procedures.*

No

Yes

Please provide the information on chemical substance used in this project in the table below:  
Please ensure the risk that may arise is assessed in the risk assessment (RA) and provide Safety Data Sheet (SDS).  
A copy of BRC's Guidelines for Cytotoxic and ABSL2 Waste Handling (Appendix VI) is available on [IACUC website](#) for this project's waste management consideration.

**Note: ONLY WORKING VOLUME MAY BE BROUGHT INTO BRC. NO LONG-TERM STORAGE OF CHEMICAL IS PERMITTED.**

GHS Classification (e.g.: carcinogen/ teratogen/ mutagen/ oxidant/ toxic/ flammables/ reproductive hazard/ explosives etc)

List all Chemical Hazards used on this protocol.

← Back to overview | Review | Attachments | Action | Workflow

Protocol Category

General Information

Personnel

Species

Study Designs

Number of Animals

Procedures

Procedures Training Verification

Housing

Duplication/ The 3R's

**Safety & Hazards**

PI's Assurance and Declaration

▼ CHEMICAL / PHARMACEUTICAL SUBSTANCES

Chemical / Pharmaceutical substance(s) used?  
*Note: Please exclude drugs that are listed in Paragraph 12E Surgical Procedures.*

No

Yes

Please provide the information on chemical substance used in this project in the table below:  
Please ensure the risk that may arise is assessed in the risk assessment (RA) and provide Safety Data Sheet (SDS).  
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GHS Classification (e.g.: carcinogen/ teratogen/ mutagen/ oxidant/ toxic/ flammables/ reproductive hazard/ explosives etc)

Attachments

Protocol Category

General Information

Personnel

Species

Study Designs

Number of Animals

Procedures

Procedures Training Verification

Housing

Duplication/ The 3R's

**Safety & Hazards**

PI's Assurance and Declaration

Workflow History

All

Apply to document

GENERAL

+ Add

+ Add tag

File: Choose File No file chosen

Description:

ATTACHMENTS

(All) (1)

No. of entries: 1

Last Modification	File	Description
09-Oct-2024	Doxorubicin SDS.pdf	

No. of entries: 1

(No Tag) (1)

**3.15** A pop-up will appear as shown here.

1. Select the relevant tab to upload the document.
2. Click on **Choose File** and you may include a description of the document.
3. Click **Add** and it will appear in the attachments list.
4. Click **Apply to document** once all necessary documents have been uploaded.

# 3. Submitting a New A\*STAR IACUC Application

**3.16** To ensure that all the mandatory fields are filled in, click on **Action > Validate & Save**.



There will either be a green bar indicating successful validation,

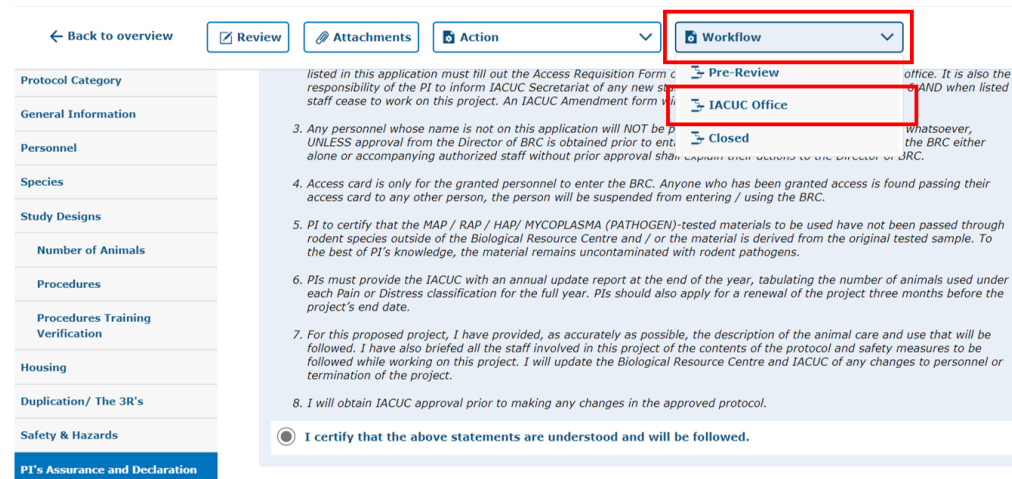
**i Successful validation: All mandatory fields are filled in.**

OR

a red error message, indicating that a mandatory field is not appropriately completed.

- Questionnaire validation error: No item selected for mandatory field 'Single Housing, do you require the animals to be singly housed?'. Location: tab 'Procedures' > section 'Housing Conditions'**
- Questionnaire validation error: No item selected for mandatory field 'Where do you intend to house (i.e. keep for 24 hours or more) the animals?'. Location: tab 'Housing' > section 'Housing location'**

**3.17** Upon PI's Assurance and declaration, click on **Workflow** and select **IACUC Office** to submit the application to IACUC.



# 4. Viewing and responding to review comments

**4.1** Click **In Progress** to view applications which are currently in preparation/pending approval.

**4.2** Click on the **IACUC Number** and this will reveal the list of different document versions. Click on **Document Title** to open the application.

IACUC #	File title	File created	File status	Last file status change	Expiration date
IACUC-24-16	IACUC Mock (External PI)	06-Oct-2024	Initiated	06-Oct-2024	---

Document title	Version	Last document change	Last document checkout
IACUC Mammal's application (Ex...	3.0	10-Oct-2024	10-Oct-2024

**4.3** To view the comments by IACUC secretariat/reviewers, click on the **Review** tab to see the comment(s).

**4.4** By default, it would show the first tab under protocol category. Click **All** to see all comments.

Subject	Author	Responses	Started on
Duplication/ The 3R's	---	2	10-Oct-2024 10:28:55...

**4.5** All the comments would be reflected. Click on the item to see the comments.

Tab	Subject	Author	Responses	Started on
Duplication/ The 3R's	Duplication/ The 3R's	---	2	10-Oct-2024 10:28:55...

**4.6** **Check-out** the application to enable changes to be made to the application.

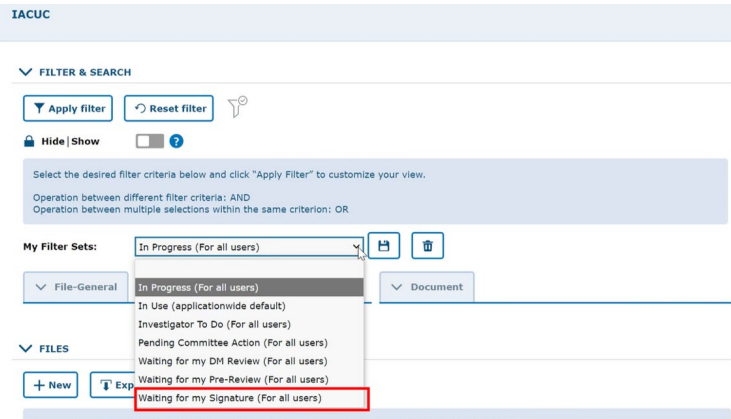
For ease, you may open a **second window side-by-side** to make the necessary changes in the application form while responding to the reviewers' comments.

**4.7** Enter your reply into the **Response** field. Click **Save** when you're finished.



# 5. Obtaining Signature and Application Approval

**5.1** IACUC Office will push the application for signature once finalized. Under **My Filter Sets**, signer may select **Waiting for my Signature**.



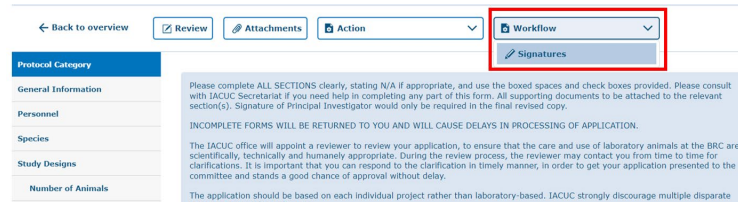
**5.2** Document status is reflected as **For Signature**. Click to open the application.

IACUC #	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change
IACUC-24-16	IACUC Mock (External PI)	06-Oct-2024	Initiated	06-Oct-2024	---	For Signature	18-Oct-2024

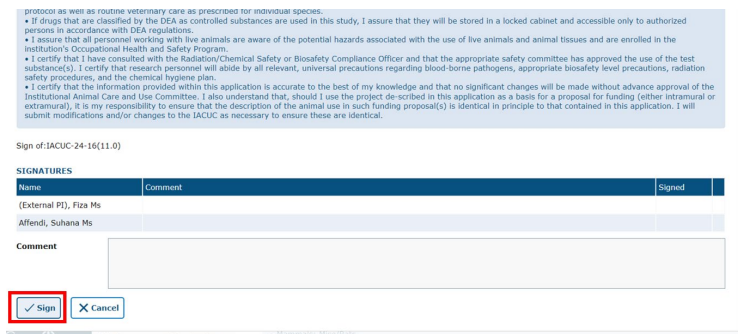
Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
IACUC Mammal's application (Ex...	11.0	18-Oct-2024	18-Oct-2024	For Signature	18-Oct-2024	(Ext...

**5.2** Click **Workflow** and select **Signatures**.

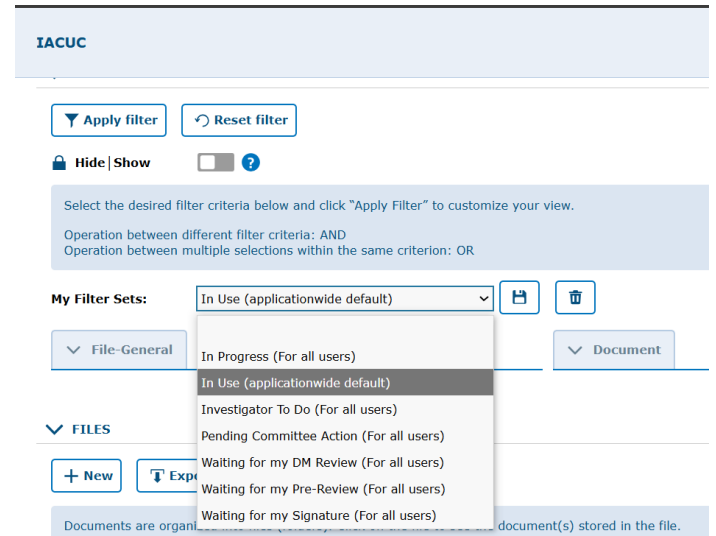


**5.3** PI/signer may include a comment if needed or preferred. Click **Sign** to proceed.



**5.4** Once all signers have signed, it is automatically returned to IACUC office. IACUC Secretariat will verify that all signers have signed and will process the application for approval.

**5.5** Under My Filter Sets, PI to select **In Use** to view the active IACUC approved protocol(s).



**5.6** Document status is reflected as Approved. To download the approval letter, right click on the document and select AUP Approval Letter.

IACUC #	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change	1st approved	Principal investigator	Version
IACUC-24-16	IACUC Mock (External PI)	06-Oct-2024	Approved	11-Nov-2024	17-Oct-2027	Approved	11-Nov-2024	18-Oct-2024	Raffi, Fiza	18.0

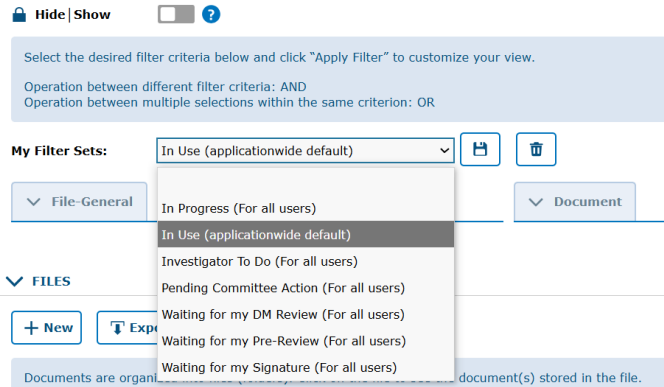
  

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
IACUC Mammal's application (Ex...	11.0	18-Oct-2024	18-Oct-2024	Approved	11-Nov-2024	Raffi, Fiza



# 6. Amendment and Continual Annual Review

**6.1** Under My Filter Sets, PI to select **In Use** to view the active IACUC approved protocol(s).



**6.2** Click on the **IACUC Number** to access the **Document**.

IACUC #	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change
IACUC-24-16	IACUC Mock (External PI)	06-Oct-2024	Approved	11-Nov-2024	17-Oct-2027	Approved	11-Nov-2024

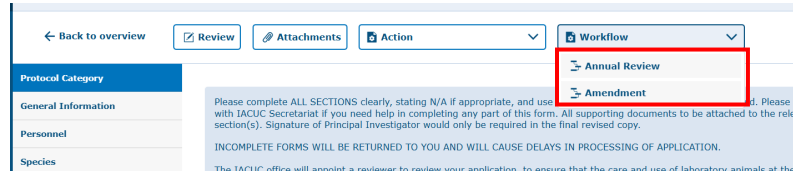
**6.3** Click on the **Document** to open the application.

IACUC #	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change	1st approved
IACUC-24-16	IACUC Mock (External PI)	06-Oct-2024	Approved	11-Nov-2024	17-Oct-2027	Approved	11-Nov-2024	18-Oct-2024

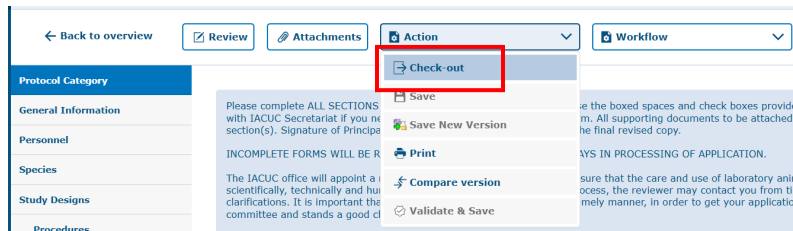
Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
IACUC Mammal's application (Ex...	18.0	11-Nov-2024	11-Nov-2024	Approved	11-Nov-2024	Raffi, Fiza

**6.4** Mouse over Workflow > **Amendment** or **Annual Review** to open the draft mode.

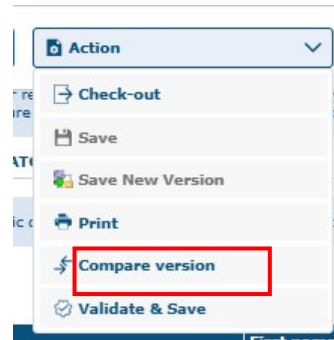


**6.5** Mouse over Action tab > select **Check-Out** to make changes to the application.

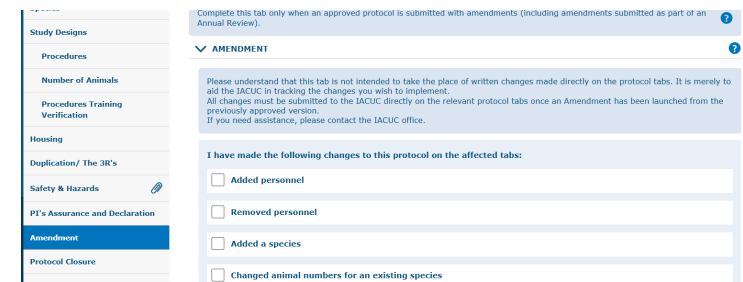


**6.6** Make the necessary changes to the application.

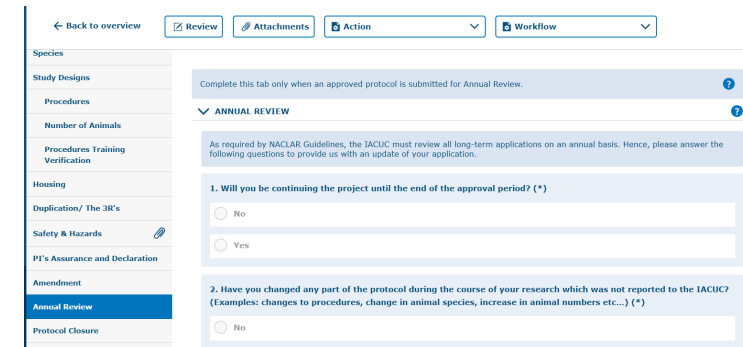
**6.7** You may use the **Compare Version** function to compare changes between the current version and past version.



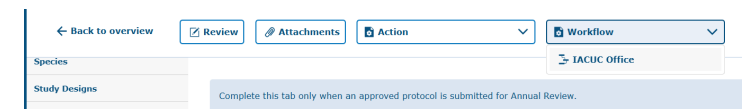
**6.8** Once completed, click on the **Amendment** tab and complete the questionnaire.



For Annual Review, click on the **Annual Review** tab and complete the questionnaire.



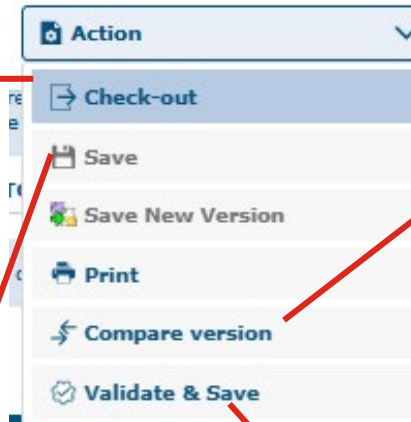
**6.9** Mouse over Workflow > **IACUC office** to submit to IACUC.



# Key Functions of the System (1/3)

## A. Check-out

This allows the user to make changes. Note that the same document can only be checked out by 1 person at a time.

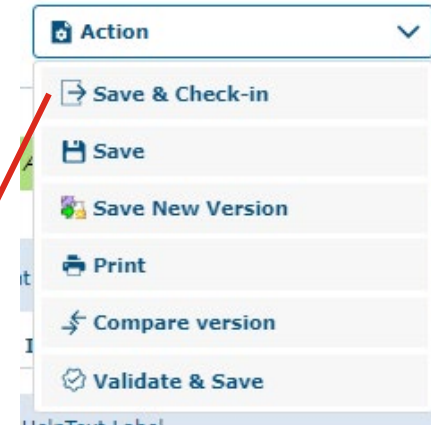


## C. Compare Version

Useful during study amendments to compare between previous versions.

## E. Save & Check-in

This saves your changes, and 'locks' the document, making it editable by others.



## B. Save

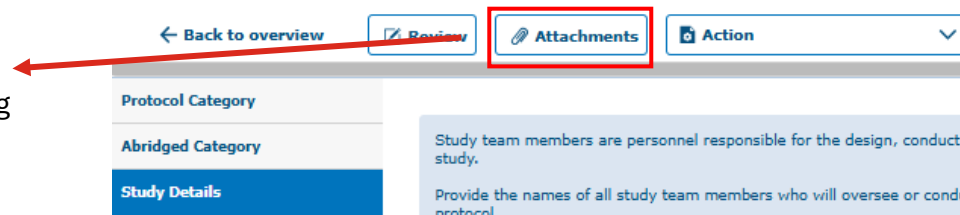
This saves the document and is not editable by others.

## D. Validate & Save

Function that can be used to check if all the mandatory fields are filled in.

## F. Uploading Attachments

You may upload Attachments at any part of the form by clicking on the **Attachments** function. Note that only Attachments bearing different file names can be detected via the 'Compare Version' function.



# Key Functions of the System (2/3)

## G. Applying Filters

This allows user to apply filters to search for specific type of applications.

Under the home tab of 'IACUC', you may toggle with different **File** and **Document** filters to search for applications which may fit a specific category. After applying the filter, click 'Apply Filter' to search.

You can also click on the 'save' button (marked with the red asterisk) to save the search criteria for your own use.

## H. Exporting a PDF of Application

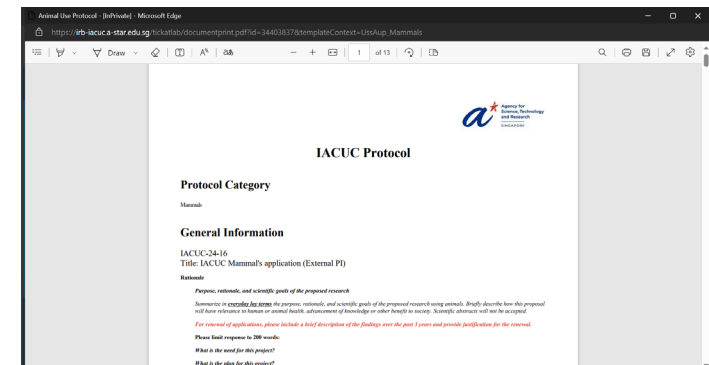
This allows you to 'print in PDF' a complete application, excluding attachments and reviews (if any).

Right click on the **Document** (not file), and hover over Print. Select the corresponding category of your application. Note that all review categories will be shown.

IACUC #	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change	1st approved	Principal investigator	Version
IACUC-24-16	IACUC Mammal's application (External PI)		Approved	08-Feb-2025	17-Oct-2024	Approved	08-Feb-2025	18-Oct-2024	Raffi, Fiza	24.0

Document title	Last document checkout	Document status	Last document status change	Principal investigator
IACUC Mammal's application (Ex...	08-Feb-2025	Approved	08-Feb-2025	Raffi, Fiza



# Key Functions of the System (1/3)

## I. Records of all versions at every document status change

With versions filter being set to **All**, users are able to track every changes made at each status change

Conditions Authorities:  ? Assigned Personnel:  ?

Conditions Internal:  ? Principal Investigator:  ?

Status File:  ? I'm assigned as:  ?

Version:  ?

Status Document:  ?

IACUC #	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change	1st approved	Principal investigator	Version
IACUC-24-16	IACUC Mock (External PI)	06-Oct-2024	Approved	08-Feb-2025	17-Oct-2027	Approved	08-Feb-2025	18-Oct-2024	Raffi, Fiza	24.0

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
IACUC Mammal's application (Ex...	24.0	08-Feb-2025	08-Feb-2025	Approved	08-Feb-2025	Raffi, Fiza
IACUC Mammal's application (Ex...	23.0	08-Feb-2025	08-Feb-2025	IACUC Office	08-Feb-2025	Raffi, Fiza
IACUC Mammal's application (Ex...	22.0	08-Feb-2025	08-Feb-2025	Annual Review	08-Feb-2025	Raffi, Fiza
IACUC Mammal's application (Ex...	21.0	08-Feb-2025	08-Feb-2025	Approved	08-Feb-2025	Raffi, Fiza
IACUC Mammal's application (Ex...	20.0	08-Feb-2025	08-Feb-2025	IACUC Office	08-Feb-2025	Raffi, Fiza
IACUC Mammal's application (Ex...	19.0	08-Feb-2025	08-Feb-2025	Amendment	08-Feb-2025	Raffi, Fiza
IACUC Mammal's application (Ex...	18.0	08-Feb-2025	08-Feb-2025	Approved	11-Nov-2024	Raffi, Fiza
IACUC Mammal's application (Ex...	17.0	11-Nov-2024	11-Nov-2024	IACUC Office	21-Oct-2024	Raffi, Fiza
IACUC Mammal's	16.0	21-Oct-2024	21-Oct-2024	Designate Member	21-Oct-2024	Raffi, Fiza

## J. Checking status of an Application

This can be checked either from the main IACUC page (as shown in I), or after entering the specific protocol > **Workflow History**. PIs and IACUC committee members will also receive email notifications at key points in the application life cycle.

← Back to overview  Review  Attachments  Action  Workflow

Species	File Version	Document Version	Status	Performed by	Effective date	Comment
Study Designs	0.1.0	1.0	Draft	Raffi, Fiza Ms	06-Oct-2024	
Procedures	0.2.0	2.0	IACUC Office	---	09-Oct-2024	
Number of Animals	0.3.0	3.0	Pre-Review	Raffi, Raffizah Ms	10-Oct-2024	
Procedures Training Verification	0.4.0	4.0	For Revision (Pre-Review)	Affendi, Suhana Ms	10-Oct-2024	
	0.5.0	5.0	Pre-Review	Raffi, Fiza Ms	10-Oct-2024	
Housing	0.6.0	6.0	IACUC Office	---	10-Oct-2024	
	0.7.0	7.0	Full Committee Review	---	10-Oct-2024	
Duplication/ The 3R's	0.8.0	8.0	IACUC Office	---	18-Oct-2024	
Safety & Hazards	0.9.0	9.0	For Revision (ICCO)	Raffi, Raffizah Ms	18-Oct-2024	
	0.10.0	10.0	IACUC Office	---	18-Oct-2024	
PI's Assurance and Declaration	0.11.0	11.0	For Signature	Raffi, Raffizah Ms	18-Oct-2024	
Amendment	✓ 0.11.0	11.0	Signature	Raffi, Fiza Ms	18-Oct-2024	
Annual Review	✓ 0.11.0	11.0	Signature	Affendi, Suhana Ms	18-Oct-2024	
Protocol Closure	0.12.0	12.0	IACUC Office	---	18-Oct-2024	Automatic status change after signature.
<b>Workflow History</b>	1.0.0	13.0	Approved	Raffi, Raffizah Ms	18-Oct-2024	





# THANK YOU

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For A\*STAR IACUC-related queries, contact [iacuc@a-star.edu.sg](mailto:iacuc@a-star.edu.sg)

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