Cadaver and Recognizable Body Part Requests

Submitter and Approver's Guide

Overview

This electronic system allows users to create requests to use cadavers and/or specific body parts for both research and educational use. All requests require Project Leader, Department/School, Operational Committee and, in some cases, EHRS (Environmental Health and Radiation Safety) and the University's Office of the General Counsel approval. The system will determine the needed approvals and electronically route the request. A request is made up of five distinct pieces of information with each appearing on their respective "tab" in the system.

Access and General Notes:

The system may be accessed from https://medley.isc-seo.upenn.edu/researchInventory/jsp/fast2.do and requires a PennKey and PennKey Password to logon.

Navigating forward through the tabs is accomplished using the Previous and Next button that appear at the top and bottom of each page. You can click on the tabs themselves but only to go backwards.

Additional information/explanation is available for selected questions by clicking on the 🛈 icon.   All fields marked with a red asterisk (*) are required; all others are optional.

Create a new request:

The Research Inventory System supports various types of requests, including those for cadavers and body parts. All steps needed to create a new request, revise one that has been returned for changes or amend a previously approved request can be found under "**My cadaver/body part requests**".
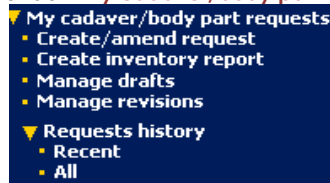
The **Create/amend request** option allows you to create a new request or amend previously approved requests that were created using this system.

The **Create inventory report** option allows you to create your annual inventory usage report if your project lasts for more than one year as well as your termination report due at the end of your project.

The **Manage drafts** menu item is where you will find requests that you have created but not yet submitted. Every time you click the Previous, Next or Save button, that appears on each tab, a draft copy of the request is created/updated.

The **Manage revisions** menu item is where you will find requests that have been submitted but, for some reason, have been returned by the reviewer for revision.

The **Requests history** menu item allows you to see all of your requests that were created using this system. The **Recent** section contains requests created in the last 90 days and the **All** section shows all requests.

Project Information Tab:

This tab captures information about the nature of the project (Education, Research or both), the project dates and the location of where the project will be performed. Please follow the instructions on the page with regards to obtaining approved space for the project.

Personnel/dept Tab:

This tab captures information about the people participating on the project. All personnel that will be present for the project when fresh tissue is used are required to complete one of the bloodborne pathogens training courses unless they are listed as "Administrative only."

Cadavers Tab:

Use this tab to specify information about the cadavers you are planning to use on your project. To begin, click the **Add cadaver** button. Use the "Quantity of cadaver(s)" field to indicate how many are needed with these same characteristics. You can click **Add cadaver** as many times as necessary to specify additional groups of cadavers with the same characteristics. In other words, only one request is needed to request various types of cadavers. This tab should be skipped entirely if you are only using recognizable body parts.

Body parts Tab:

Use this tab to specify information about the body parts you are planning to use on your project. To begin, click the **Add body part** button. Use the "Quantity of body part(s)" field to indicate how many are needed with these same characteristics. You can click **Add body part** as many times as necessary to specify additional groups of body parts with the same characteristics.   In other words, only one request is needed to request various types of body parts. This tab should be skipped entirely if you are only using cadavers.

Confirmation Tab:

Use this tab to specify any additional information you have regarding your request. If any personnel have not completed the necessary training a link ("Click here to view outstanding training requirements") will appear that, when clicked on, will permit you to see who must complete the training before the project begins. Incomplete training requirements will not prevent you from submitting the request.

Approving requests: (Project Leader, Dept Chair, etc)

Approvers will be notified via email when a request is sent to them for approval provided their email address is available in the Penn Online Directory (https://medley.isc-seo.upenn.edu/directory/jsp/fast.do). Approvers will find requests waiting for their approval under the "My authorizations → Pending CBP approvals."
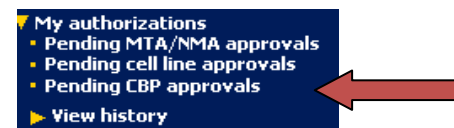
The system will display the list of requests that are waiting on you to approve. Click the view icon (👁) associated with the request. Two options are available under the Request History section:

Request history:

>> CBP request, submitted on 09/06/2011, Pending Department approval (2502/00

[View] [Submit a decision]

Use "View" to review the request and "Submit a decision" to enter your decision. The Project Leader will have the three options listed below while the Department Chair will not have the edit option. Select the appropriate option:

[I accept and approve] [Reject] [Edit]