

Institutional Animal Care and Use Committee

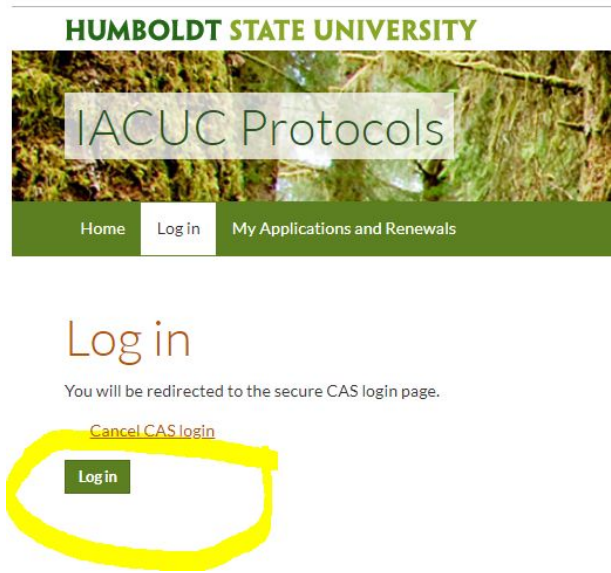
Submitting a New Protocol

Last update: 4/4/2020

1. Principle Investigator completes a [New Protocol Application](#)

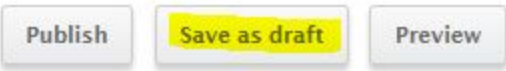

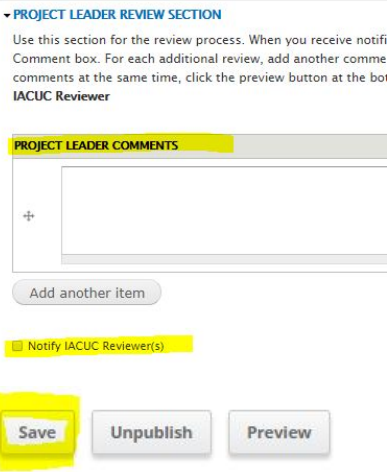
The IACUC protocol application form can be found on the IACUC website. Principal Investigators must first log in at [Log in | IACUC Protocols](#) and then click on the Application Form link on the top menu bar.

Only HSU Faculty and staff who have completed the [IACUC CITI training for Staff & Faculty](#) can submit an IACUC protocol, per our assurance with the Office of Laboratory Animal Welfare (OLAW). Students (for classes and graduate student projects) must collaborate with their faculty advisor to draft a protocol on an [MS Word IACUC protocol form](#), which is identical to the new online form. Submission of the protocol to the IACUC must be completed by the faculty member via the [electronic submission process](#). (The IACUC is working on enhanced functionality of the electronic submission process so that student / faculty collaborations can occur within the system.)



The Faculty PI must complete all numbered sections, beginning with “1. Faculty Project Leader and Personnel” section.

1. FACULTY PROJECT LEADER AND PERSONNEL
2. PROJECT INFORMATION
Place names should be masked when use of those names can lead to the identification of individual research participants without their consent and put them at risk of discomfort or harm.
Project Title: _____
 Protocol start date on date of approval
Research must not begin prior to IACUC approval
3. EXTERNAL RESEARCH ASSOCIATE
4. NON-HSU COLLABORATION
5. FUNDING
6. LAY ABSTRACT OF PROPOSED PROJECT
7. PURPOSE OF PROJECT
8. ANIMAL HOUSING
9. ANIMALS
10. NUMBERS JUSTIFICATION
11. SOURCE OF ANIMALS
12. PROCEDURES LIKELY TO AFFECT ANIMAL BEHAVIOR AND WELFARE
13. LEVEL OF EXPECTED PAIN OR DISTRESS
14. DETAILED DESCRIPTION OF THE PROCEDURES
15. CONSIDERATION OF ALTERNATE PROCEDURES
16. ALTERNATIVE PROCEDURES CONSIDERED AND REJECTED
17. HUMAN HEALTH RISKS
18. FATE OF ANIMALS UPON PROTOCOL COMPLETION
19. CERTIFICATION

| | |
|---|---|
| <p>The form can be saved as a draft until you are ready to submit. Press “Save as Draft” to return anytime to complete it.</p> |  |
| <p>Once you are ready to submit to the IACUC for review, click “Publish”.</p> |  |
| <p>Once Published, a notification will be sent to the IACUC Chair and Coordinator and reviewers will be assigned.</p> | |
| <h2 style="text-align: center;">2. Review process, Revision required</h2> | |
| <p>If the reviewers require a revision, you will receive an email notification with a prompt to log into the system to review and make required changes.</p> | <p>Email sent to PI, submit revision</p> <p>Subject: IACUC: Revision request for protocol no. [protocol #]</p> <p>Body: The reviewers assigned to your protocol have requested changes be made. Please log in to view their comments and revise your protocol.</p> |
| <h2 style="text-align: center;">3. PI makes necessary edits and resubmits</h2> | |
| <p>Log into the system and review revision request notes. Make edits in the requested sections. To allow reviewers to see where you made changes, it is helpful to note which sections were edited in the Project Leader Comments field. Once revisions are completed, press the “Save” button.</p> |  |
| <p>Once the protocol is revised and then saved, the reviewers will be automatically notified to review your changes.</p> | |

4. Approval

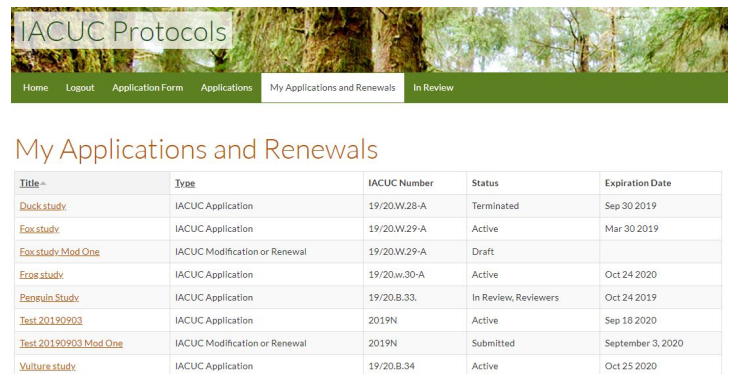
Once the protocol is approved by reviewers, the IACUC chair will review your protocol. Once approved by the chair, you will receive notification that work on your project may begin. **Do not begin work on your project until notification of chair approval.**

Subject: IACUC: Approved Protocol - [Protocol no.]
Body: Dear [Principal Investigator],
Attached is a copy of your approved IACUC protocol no. [protocol no.] entitled [Title]. Please print a copy for your records. The original will remain on file in the Dean's Office.

5. My Applications View

A PI can view existing protocols and their status in the My Applications View.

Annual renewals and modifications can be made to all active protocols on your list.



The screenshot shows the 'IACUC Protocols' web application. The navigation bar includes: Home, Logout, Application Form, Applications, My Applications and Renewals (selected), and In Review. The main heading is 'My Applications and Renewals'. Below it is a table with the following data:

| Title | Type | IACUC Number | Status | Expiration Date |
|---------------------------------------|-------------------------------|--------------|----------------------|-------------------|
| Duck study | IACUC Application | 19/20.W.28-A | Terminated | Sep 30 2019 |
| Fox study | IACUC Application | 19/20.W.29-A | Active | Mar 30 2019 |
| Fox study Mod One | IACUC Modification or Renewal | 19/20.W.29-A | Draft | |
| Froes study | IACUC Application | 19/20.w.30-A | Active | Oct 24 2020 |
| Penevin Study | IACUC Application | 19/20.B.33. | In Review, Reviewers | Oct 24 2019 |
| Test 20190903 | IACUC Application | 2019N | Active | Sep 18 2020 |
| Test 20190903 Mod One | IACUC Modification or Renewal | 2019N | Submitted | September 3, 2020 |
| Vulture study | IACUC Application | 19/20.B.34 | Active | Oct 25 2020 |