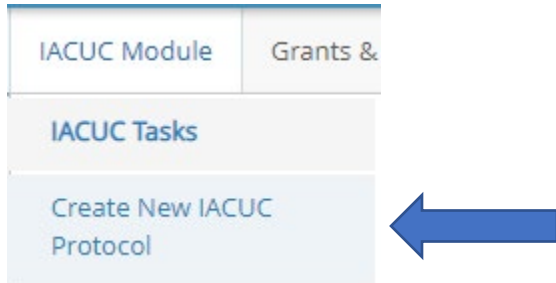


Starting an IACUC Application

From the IACUC Module menu, select Create New IACUC Protocol



Getting Started

1. If you are not the Principal Investigator, you may select the PI from the drop-down list by typing in a few letters of their name, the person creating the application will automatically be added to the research team.

Principal Investigator* DemoUser, PI x v

2. Enter the **Study Title**, and provide a **Lay Summary** of the work to be performed. If the new application is a continuation of a previously approved IACUC protocol, you may indicate as such by checking the **Is this a 3-year renewal to another protocol?** box and designating the protocol # of the protocol which is to be replaced.
3. Click "Continue".

Get Started

Only NDSU faculty and staff are permitted to serve as the Principal Investigator of a protocol. Students may serve as co-Investigators, if needed.

Principal Investigator* DemoUser, PI x v

Project Department* President's Office > Audit and Compliance

Study Title*
200 remaining

Lay Summary
500 remaining

Is this a 3-Year renewals to another protocol?

[CONTINUE](#)

Primary Info

1. The fields denoted with a red * are required and must be completed in order to submit the application.
2. Hovering over the question mark icon will show **help text** with helpful hints of the type of information required.

Protocol Number IACUC20220003

Study Title* IACUC Sample Protocol application
166 remaining

Lay Summary* ? Describe in lay terms the purpose of the protocol.
450 remaining

Benefit* ?
500 remaining

Type of Project* Research

Research Team

1. Research team members can be added by clicking on Add Researcher.



2. Select research team members in the **Researcher** field by typing the first few letters of the individual's name. If the individual is not already in the system, you can add a student or external team member by clicking the box **Cannot find a researcher! Do you want to add a student or external user?**

Add Researcher

Researcher* Demo User, Darlia

Cannot find a researcher! Do you want to add a student or an external user?

Project Role* Graduate student

Edit permission

Responsibilities (check all that apply) Daily Husbandry Injection-Subcutaneous

Highest Earned Degree

Field of Study

Species individual will work with under this protocol Select some

Emergency Contact* Yes No

Species Training Log

3. Designate the team members responsibilities in the research, whether or not they should be listed as an **Emergency Contact**, and upload their **Species Training Log**. Click **Save**.
4. **NOTE:** It is important to save periodically as you enter information into the protocol application as the program does NOT automatically save.
5. **HELPFUL HINT!** The program works best if the application is completed in the order in which questions are presented.

Protocol Details

1. Continue completing the relevant questions in the Protocol Detail section noting which questions are required (*).
2. Note: Add as many experimental details as necessary. The questions that show up in his modal will change based on what type of **Experimental detail** you select.

Experimental details

Add as many as needed.



Experimental Details
✕

Experimental detail	<div style="border: 1px solid #ccc; padding: 2px;">Select one</div> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Experimental substance(s) will be administered, either alone or in combination <li style="background-color: #007bff; color: white;">Special diet(s) will be given, either alone or in combination Anesthesia will be administered in a non-surgical procedure, either alone or in combinations One or more behavioral tests will be performed One or more stress inducers will be used A surgical manipulation will be performed </div>
Room #*	
Narrative*	
Expected or potential adverse symptoms	
Other anticipated post-procedural complications ⓘ	<div style="border: 1px solid #ccc; height: 20px;"></div>

✕ Cancel
+ Save

Species

1. Add the species that will be used in the protocol.

^
Species

+ Add Species

2. Complete all required fields in the species modal. Note that if a Blue Box pops up after answering one of the required questions, and further information is needed and you should click on the Button to add relevant information. (E.g. Once you indicate that you will house animals

on campus, you must click **Add Activity** to add information about animal activities to occur while housed at NDSU.

Housing

Housing and Procedure Arrangements (Mainly for large animals)

Will animal housing occur at NDSU facilities?* Yes No

+ Add Activity

Activity

Activity*

Building*

Room*

Active / Inactive?* Active

Cancel **+ Save**

- Housing/Holding: Greater than 12 hours
- Housing/Holding: Less than 12 hours
- Survival Surgery: Pre-operative preparation
- Survival Surgery: Surgery
- Survival Surgery: Post-operative care
- Non-Survival Surgery: Pre-operative preparation

- To navigate back to the Protocol application, click **Go back to current record** at the top of the page.

Edit Protocol: IACUC20220003 Species - Mice

← Go back to current record

Special Concerns for Animal Use

- Indicate whether the protocol involves any special concerns regarding the use of animals.

Special Concerns for Animal Use

Departures from the PHS Policy, the Guide, the Ag Guide, or the Animal Welfare Act* Yes No

Controlled Substance Use* Yes No

Physical Restraint* Yes No

The animals will be acclimated upon arrival* Yes No

Please explain.*

Habituation/training are part of this protocol* Yes No

Connected Projects











- In Connected Projects, you will be able to connect the protocol to its funding source, or any other protocols (e.g. IRB – human subjects, IBC – Biosafety), or other IACUC protocols (e.g. Breeding or herd management protocols).

Additional Documents

1. Upload any relevant documents as required.

^ Additional documents

Additional documentation. Upload all that apply:

Wildlife Permits 	 Drop files here or click to choose
Rodent Breeding colonies (Including Genetically Engineered Animals)  	 Drop files here or click to choose
Aquatics, Amphibians, & Reptiles  	 Drop files here or click to choose
Add Additional attachments 	 Drop files here or click to choose

2. The Blue document icon denotes a form which must be downloaded, completed and uploaded into the relevant section.

Saving and Submitting

SAVE SUBMIT FOR APPROVAL  Check Validations














At the bottom of the protocol application, you will find buttons to **Save**, **Submit for Approval**, or **Check Validations**. Checking validations will show you any questions that remain to be answered **before** the protocol can be submitted.

- ✘ 'Benefit' is required
- ✘ Missing Species Training Log for PI DemoUser
- ✘ Missing Species Training Log for PI2 DemoUser

-  Primary Info
-  Research Team
-  Protocol Details
-  Species
-  Special Concerns
-  Connected Projects
-  Principal Investigator Agreement
- Additional documents
-  Requirements

Requirements

1. The requirements section shows what steps are ready to be completed before subsequent ones can happen.

Status	Requirement	Completion State	Revision	Completed by	Completed Date
Draft Submission Pending 	Submit protocol	 Ready			
PI Certification Pending	Certify protocol (PI)	 Not ready			
Pre-submission Requirements	Complete training on Citi: PI DemoUser 	 Ready			
	Complete training on Citi: PI2 DemoUser 	 Ready			
	Complete training on Citi: Darila Demo User 	 Ready			
	Upload OHS Training Data: PI DemoUser	 Ready			
	Upload OHS Training Data: PI2 DemoUser	 Ready			
	Upload OHS Training Data: Darila Demo User	 Ready			
	IACUC Review Pending	IACUC Admin Processing	 Not ready		

2. Training for all members of the research team must be completed before the study can be reviewed. Once the species modal(s) have been completed, you can view which members of the research team have completed their training, and which have training which is **ready to be completed**. The blue question mark icon next to the individual's name will show which module(s) of training need to be completed in CITI (e.g. the Working with the IACUC Course, or species-specific training modules).
3. Novolution uses individual's email addresses to match training records between the Novolution profile and the CITI profile. If a team member uses a different email address in the CITI profile than what is listed in their Novolution profile, they can add this email address to their profile in the **CITI email address** field.

4. The Department Chair/Head, Dean or VP is automatically notified that a study is ready for departmental approval.
5. Once the protocol has been submitted, all training is complete and the protocol has received departmental approval, the protocol is ready for review, and will show as:

IACUC Review Pending ⓘ

IACUC Admin Processing

Ready