

IACUC Quick Reference Guide



Before creating your protocol:

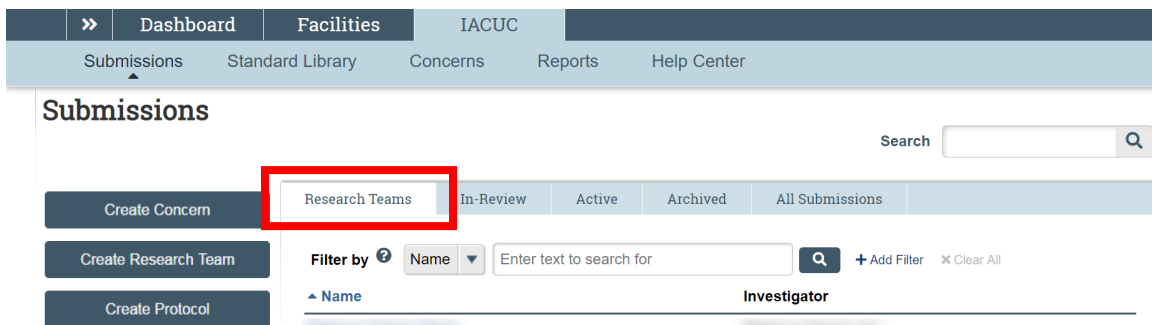
There are a few steps that must be taken before you create your protocol. Taking the time to perform these steps now will save time later.

Step 1 - Plan out your Protocol:

- A. **Summarize the research (science)** and reasons for performing the research, and its benefits.
- B. **Determine the experiments** and the number of animals required for each experiment.
- C. **Consider the animal model** that will be used in each experiment. The manipulations that are needed to create that animal model are the procedures that will be needed in the experiment section of the protocol. *Note these procedures.*
- D. **Consider the compounds/agents** that are administered to the animals during those procedures. Those substances will be needed for selection by procedures. *Note these substances.*
- E. **Identify any supporting documents** to include in your protocol, such as flowcharts, explanations of the science, grant applications, and other information explaining or justifying your research.

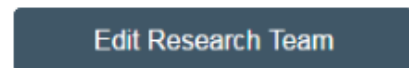
Step 2 - Verify and set up your Research Team:

Verify if your research team is already created by navigating to the IACUC page and view the “Research Teams” tab.

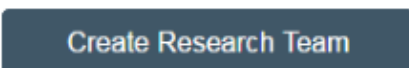


If there are research teams listed in the “Research Teams” tab:

View current research teams to identify the correct one. Consider which Research Team is needed to assist in the completion of the protocol submission. Remember that some substances and procedures are unique to each research team. Confirm the staff needed to assist with the creation of the protocol are listed, if changes are needed, select



If the “Research Teams” tab is blank or the current research teams do not apply to the protocol you need to create, select “Create Research Team”.



Step 3 - Verify and set up your Team Substance:

- Review all substances available to the selected team. These are the substances available for selection in the procedure forms needed for your protocol.
- Compare against the substances identified in [step 1D](#).
- Create new substances for those needed that are not in the available list.**



Step 4 - Verify and set up your Team Procedure:

- Review all procedures available to the selected team. These are the procedures that will be available for selection in the experiments section of your protocol.
- Compare against the procedures identified in [step 1C](#).
- Create new procedures for those needed that are not in the available list.**



Step 5 - Verify and set up your Protocol:

With steps 1 through 4 completed, you are now ready to create your protocol. From the research team workspace, locate the create protocol button.



The screenshot shows the IACUC Research Team workspace for the "Johnathan Tune Team". The top navigation bar includes "Dashboard", "Facilities", "Grants", "IACUC", and a menu icon. Below this, there are sub-navigation tabs: "Submissions", "Standard Library", "Concerns", "Inspections", "Meetings", "Reports", and "Training". The main content area shows the team name "Johnathan Tune Team" (TEAM00000434) and the principal investigator "Johnathan Tune". On the left, there is a sidebar with "Active" status and "Next Steps" including "Edit Research Team", "Create Protocol" (highlighted with a red box), "Create Procedure", and "Create Substance". The main content area has tabs for "Submissions", "Procedures", "Substances", "History", "Research Team Contacts", and "Archived Procedures". Below these tabs is a search filter section with "Filter by" and a search input field. A table lists procedures with columns for "Name", "Execute Activity", and "Date Modified".

Name	Execute Activity	Date Modified
Antibody Production	Actions ▾	7/6/2021 3:25 PM
Blood Collection	Actions ▾	7/15/2021 10:18 AM