

Institutional Animal Care and Use Committee (IACUC)

User Guide for Principal Investigators

This User Guide has been developed to provide instructions to Principal Investigators needing to develop and route animal care and use protocols, amendments, annual reviews, etc. through the GeauxGrants IACUC module.

Contents

Helpful Information before getting started:	2
Creating and Submitting an Animal Care and Use Protocol Application	2
Submitting an Amendment	8
Revisions/Modifications Required by the IACUC	10
Copy an Existing Application	14
Submitting an Annual Review	16
Submitting a Deviation / Incident	18

Helpful Information before getting started:

It is recommended you use Chrome or Firefox when using GeauxGrants. You can login through myLSU or by <u>https://www.lsu.edu/geauxgrants/</u>. You log in to GeauxGrants with your PAWS User ID and password.

The intent of this document is to provide a general overview of what steps need to be taken to create an Animal Care and Use Protocol in GeauxGrants for the IACUC. Within GeauxGrants, it is highly important to read everything. Helpful information to help you with creating your proposal successfully is within the documents in GeauxGrants to provide instruction on how to complete the forms.

Creating and Submitting an Animal Care and Use Protocol Application

- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- Under "Create New", click Initial Application.

LSU GeauxGrants	LSU GeauxGrants Welcome IACUC Manager Logout			UC Manager Logout
Home My Profile Locate My F	Records Locate Records Calendar Messag	es Things to Do		Quick Find
	IACUC Create New			
GeauxGrants Help Desk	Initial Application	Amendment	Annual Review	
	Deviation / Incident	Project Closure	Semi-Annual Inspection	
Contact Info	Copy from existing			
Conflict of Interest ITS Service Desk	Accessing Records/Reporting			
(225) 578-3375 option 1	Locate records by using filters	Show a listing of All my records	Adhoc Reporting	

- A new window will populate. This is the application for an animal care and use protocol. It opens on the Review page of the application. The submission number will prepopulate. DO NOT CHANGE THIS.
- Click on the **Animal Care and Use Protocol** tab on the left hand side to begin your application. To move to the next section, click on the **Next** button on the bottom right side.

LSU	Complete Submit Save
REVIEW	← Previous Next →
ANIMAL CARE AND USE PROTOCOL	
SECTION 1: PROJECT	CARE AND USE PROTOCOL
SECTION 2: REGULATORY REQUIREMENTS	The Principal Investigator should review the LSU IACUC existing policies for guidelines on specific Issues. The policies can be
SECTION 3: ANIMALS	accessed on the IACUC <u>website</u> .
SECTION 4: HAZARDOUS MATERIALS	The IACUC Manager, Krista Adams, is not responsible for obtaining the information to make your protocol complete. The IACUC has charged her not to accept any protocols that are incomplete and do not comply with the SOP below.
SECTION 5: EXPERIMENTAL DESIGN	If you have a question concerning submitting an IACUC form, please email IACUC@lsu.edu. You may also contact Ms. Adams at 225-578-9643.
SECTION 6: PERSONNEL	
PERSONNEL CONTINUED	NOTE- DI EASE SAVE VOLID WODK
SECTION 7: OCCUPATIONAL HEALTH AND SAFETY	
SECTION 8: INVESTIGATOR'S STATEMENT	
ALL PAGES	← Previous Next →

Remember to SAVE your work often as you complete the protocol application.

• Begin your application by typing in the **Title** of the protocol. Continue completing the application by answering the additional questions for each Section.

ANIMAL CARE AND USE PROTOCOL	
SECTION 1: PROJECT	SECTION 1: PROJECT
SECTION 2: REGULATORY REQUIREMENTS	* 1.1 Title: New Protocol Created for Test Investigator
SECTION 3: ANIMALS	
SECTION 4: HAZARDOUS	

• If a protocol is associated with a grant proposal and you answer "Yes" that you are the PI or listed as an investigator on the grant proposal, click the + sign that appears. This allows you to connect your grant proposal to your animal care and use protocol.

* 1.2 Is this project associated with a grant or contract? Yes You
Funds are currently available for this project, but there is no associated grant, and no congruency check is required.
Funds are currently available or have been approved for this project, and a copy of the grant is attached for congruency check.
The corresponding grant has been approved for funding and a copy of the grant is attached for congruency check.
The funding agency requires preapproval of an Animal Care and Use Protocol. (A copy of the grant is attached for congruency check.)
When the corresponding grant application is funded (PI will notify IACUC and provide a copy of the grant).
* Are you the PI or listed as investigator on this proposal? Check "Yes" to find the proposal record. Check "No" to enter the proposal number. Yes INC
* Please search for and link your proposal using the +

Under "Add Proposal", type in the proposal number to link to the application and click Go. If you do not know the proposal number, go to the "Apply Filters" section and click Set next to the filter you choose.
 Type in the information and click Save. Click Go on the "Apply Filters" line.

Add Proposal					Close
Select by Number	Go				
Apply Filters					Go Clear All
Browse By					
Sponsor/Scheme		Set	Sponsor Type	No Sponsor Types Found	
Primary Center/Program		Set	Center/Program		Set
Principal Investigator		Set 🗲	hvestigator		Set
Primary Assoc. Dept.		Set	PI Department		Set

- The records found will show at the <u>end of the page</u>. You will need to scroll down to see the records. Click the **box** next to the proposal associated with this application and click **Select**. The proposal will now be linked to the protocol. If you are requesting developmental approval, check the box that appears once the proposal number is selected. Finish completing the questions and click **Next**.
- Make sure to complete "1.5 Project Type". If the following section (Section 2) is blank, then you need to
 go back to this question to add your answer. The questions in Section 2 populate based on what the
 project type is for this project.

* 1.5 Project Type
TYPE B – Animals being bred, conditioned, or held for use in teaching or research but not yet used for such purposes, (e.g. a
breeding colony of mice which will transfer individuals to experimental protocols).
TYPE C - Pain or distress will not be induced; animals will only be used for injections, collections, or procedures causing nothing more than minor discomfort; or will be humanely euthanized prior to the procedures that induce pain or distress. If analgesics are used, the project is at least a Type D.
TYPE D - Pain or distress will be relieved by appropriate therapy, e.g. sedatives, analgesics, anesthetics, or euthanasia.
TYPE E - Drug intervention for pain or distress would interfere with the protocol. If this block is checked, specific justification MUST be provided below.
Please select type:
Отуре в
OTYPE C
OTYPE D
OTYPE E

• On the "Animals" page (Section 3), click the + sign to add the animal species and number of animals being requested.



• On the "Personnel" page (Section 6), click the + sign next to "Personnel – Review" to add co-investigators and other personnel employed at LSU.

🗢 Personnel - Review 🔂 🦳		
		Delete Personnel - Review
Name Manager, IACUC		
Primary Investigator	Role	~
Certifications CertificationBeginEnd		
Mobile / Emergency Phone Number		
[★] Online Investigator Training Course Completed? Yes □ No□		

• A new box will appear that will allow you to type in the name of the LSU co-investigator. Type the last name of the investigator. The name of your co-investigator will appear and you will need to click the person's name to add him/her. When ready to add the co-investigator, click **Select**.

Personnel Listing	Select Close
Begin typing	
Filter by Institution	
Louisiana State University and Agricultural and Mechanical College \checkmark	

• Select the role for the each person on the protocol. The Certifications box will pre-populate if the "Working with the IACUC course" is linked. If not or if your completion date is not correct, you will need to add the date. Click **Next** to add other participants who are not employees or are not associated with LSUAM.

🗢 Personnel - Review 🛟	
	Delete Personnel - Review
Name Manager, IACUC	
Primary Investigator	Role 🗸
Certifications CertificationBeginEnd	
Mobile / Emergency Phone Number	
* Online Investigator Training Course Completed? Yes 🗹 No🗖	
* Date Completed	
* Has species wet lab training been completed for the species noted in this project? Yes \square No \square	
* Date Attended or Exempted:	
* Training or Experience? Yes 🗖 No🗖	

• The Personnel page is continued on the next page. This is where you will add other participants who are not employees or are not associated with LSUAM. Click on the + sign to add personnel.

PERSONNEL CONTINUED
* Who will train the LSU individuals for participation in protocol procedures?
* Are there any other participants on this project that are not associated with LSUAM? Yes \mathbf{Y} No $\mathbf{\Box}$
[*] Please provide an explanation of how the other participants will participate in this project:
Non-LSU Employees involved in animal care and use

• Section 7 covers the Occupational Health and Safety Program. Everyone participating on the protocol must enroll. Detailed instructions can be found on the DLAM <u>website</u>.

SECTION 7: OCCUPATIONAL HEALTH AND SAFETY
The LSU IACUC, through the Division of Laboratory Animal Medicine (DLAM) operates an Occupational Health & Safety Program (OHSP). The purpose of the program is to maintain an OHSP for personnel involved in the care and use of animals: to obtain an accurate assessment of the health status of each employee prior to working with animals, to help prevent occupation-related disorders, and to help identify emerging occupation-related health disorders, so they can be promptly diagnosed and corrected. Participation in this program is mandatory for all personnel working with LSU-owned animals utilized in teaching, research, and testing.
To Participate: Visit the DLAM <u>website</u> for detailed information and to enroll in the program.
Principal Investigator Responsibility
The Principal Investigator understands it is his/her responsibility to ensure that all personnel involved in the care and use of animals who are participating on this protocol <u>must</u> participate in the Occupational Health and Safety Program. The protocol will <u>not</u> be approved until verification is received from the SHC that participants have enrolled in the program.
***I have read this statement and agree to comply.

• In order to submit your application to the IACUC, you will need to check the box in Section 8 certifying that you have read the Investigator's Statement and agree to comply. Make sure to **Save** your work before checking **Complete**. You must click **Submit** for the application to forward to the IACUC.

		Complete	Submit	Save
SECTION 8: INVESTIGATOR'S STATEMENT				
* By signing this form, the Principal Investigator and all participants on this protocol agree to ab and Use of Animals of Louisiana State University. This project will be in accordance with the NIH Laboratory Animals", and the Louisiana State University Animal Welfare Assurance on file with t	oide by the I <i>"Guide for</i> the U.S. Pul	Policy for the C the Care and U plic Health Serv	are <i>Ise of</i> rice.	
The Principal Investigator further assures the Committee that: 1) all participants on the protocol and local laws and regulations governing the use of animals in teaching and research; 2) all partia adequately finded to perform the research techniques required in these studies; and 3) the few to produce valid results are being used in this study.	l will abide icipants on vest numbe	by all federal, s the protocol ar r of animals rec	tate, re quired	

• If there are any questions that have been missed, a box will populate noted the information required to complete your application. Once all answers have been answered, you will **Save**, check **Complete**, and then **Submit**.

Submitting an Amendment

Login through myLSU or by <u>https://www.lsu.edu/geauxgrants/</u>. You log in to GeauxGrants with your PAWS user ID and password.

- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- Locate the protocol to modify under **Locate Records**.

LSU Gea	Welcome Bob Reviewer Logout	
Home My Profile	Locate My Records Locate Records Calendar Messag	ges Things to Do Quick Find
Sponsored Projects	IACUC	
Award Tracking	Create New	
Human Protocol	Initial Application	Amendment
IACUC	Annual Review	Deviation / Incident
Conflict of Interest	Project Closure	Test
SPIN	Copy from existing	
GeauxGrants Help Desk	Accessing Records/Reporting	
	Locate records by using filters	Show a listing of A// my records

• Click the hyperlink of the study you want to modify. Click Create **New** then **Amendment**.

LSU Gea	uxGrants			Welcome IACUC Mana	ger Logout
Home My Profile	Locate My Records	Locate Records	Calendar Me	ssages Things to Do	Quick Find
IACUC SPIN	Results fo	und: 149	5 6 7 8	20 vitems per page	Export to Excel 41 - 60 of 149 items
GeauxGrants Help Desk		Record Number	Record Owner	Record Title	Record Status
Contact Info	>	IACUCAM-21- 043	Baker, David George	New Protocol Created for David George Baker on 28-Jan-2021 3:05	PM Development
Conflict of Interest	• E	Edit	e arles C	Test protocol to test the effects of hot dogs on the Jabberwocky	Approved
(225) 578-3375 option 1 servicedesk@lsu.edu	Image: A start and a start	Create New	ger, (L2) Mike the	New Protocol Created for Test (L2) Mike the Tiger on 28-Jan-2021 11:28 AM	In Development
Sponsored Projects Award Tracking	Image: A start and a start	Delete	▶ dmin, LSUAM	New Protocol Created for LSUAM Admin on 28-Jan-2021 11:00 AM	In Development
Office of Sponsored Programs (225) 578-2760	5	Bookmark Record	dmin, LSUAM	New Protocol Created for LSUAM Admin on 28-Jan-2021 10:49 AM	In Development

• Uncheck Complete.

LSU		Uiew PDF Complete 🗹 Submit
REVIEW ANIMAL CARE AND USE PROTOCOL	← Previous	Next ->
SECTION 1: PROJECT	SECTION 1: PROJECT	
SECTION 2: REGULATORY REQUIREMENTS	* 1.1 Title: Test protocol to test the effects of hot dogs on the Jabberwocky	
SECTION 3: ANIMALS	IACUC Protocol #: IACUCAM-21-042	Submission #: IACUCAM-21-042-02
SECTION 4: HAZARDOUS MATERIALS	* Principal Investigator: Lee, Charles C	* Anticipated Project Start Date:
SECTION 5: EXPERIMENTAL DESIGN	Email itsbatesting@lsu.edu	

• Click on **Section 1: Project** on the left hand side. Then change the Submission Type from Initial Application to **Amendment**. Proceed to edit the form with changes.

LSU		Complete	Submit Save
ASSIGNMENT	← Previous		Next ->
ANIMAL CARE AND USE PROTOCOL	CENTION & PROJECT		
SECTION 1: PROJECT	* 1.1 Title:		
REQUIREMENTS SECTION 3: ANIMALS	New Protocol Created for Test (L2) Mike the Tiger on 12-No	w-2020 10:06 AM	
SECTION 4: HAZARDOUS MATERIALS		Caluated as #	
SECTION 5: EXPERIMENTAL DESIGN	IACUC Protocol #: IACUCAM-20-041	Submission #: IACUCAM-20-041-02	
SECTION 6: PERSONNEL	* Principal Investigator: Tiger, (Mike the	* Anticipated Project Start Date: 12-Nov-2020	
PERSONNEL CONTINUED	Email kadams11@lsu.edu Phone		
SECTION 7: OCCUPATIONAL HEALTH AND SAFETY	Department LSUAM Col of ENGR MECH and IE - Mechan Engineering	nical	
SECTION 8: INVESTIGATOR'S STATEMENT	Submission Type Amendment V		

• After you edit the form, click on **Amendment** and answer the questions.

LSU		Ξ	Complete	Submit	Save
ASSIGNMENT	← Previous				
ANIMAL CARE AND USE PROTOCOL	AMENDMENT				
SECTION 1: PROJECT	* What type(s) of changes in the protocol are being proposed	?			
SECTION 2: REGULATORY REQUIREMENTS	 ☐ Change in animal species / strain ☐ Add/repeat experiments ☐ Change in animal procedure (add/modify/remove) 	 Change in animal number Add an exogenous agen Change in hazardous agen 	ers t ent use		
SECTION 3: ANIMALS	 Change in method of euthanasia Change in location of animal usage 	□ Change in pain or distre □ Change in funding source	ss category e		
SECTION 4: HAZARDOUS MATERIALS	□ Change in project title □ Other	Change in anesthesia or	analgesia		
SECTION 5: EXPERIMENTAL DESIGN	1. Clearly state (list) and describe all proposed changes in deta	ail.			
SECTION 6: PERSONNEL					
PERSONNEL CONTINUED					
SECTION 7: OCCUPATIONAL HEALTH AND SAFETY	2. Are additional animals being requested as part of this amer \Box Yes \Box No	ndment?			
SECTION 8: INVESTIGATOR'S STATEMENT	 Justify the need for these proposed changes. Briefly describ approved protocol. 	e how the proposed changes i	elate to the original g	goals of the	
ALL PAGES			1		

• Once finished, on the top right, make sure to click on **Save**, mark **Complete** and then **Submit**. This will send notice to the IACUC that an Amendment has been submitted for review and approval.

Revisions/Modifications Required by the IACUC

Login through myLSU or by <u>https://www.lsu.edu/geauxgrants/</u>. You login to GeauxGrants with your PAWS user ID and password.

- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- Once logged in, click on **Things to Do** and select the protocol that requires modifications.

GeauxGrants	GeauxGrants Welcome Test (L2) Mike Tiger Logout								
Home My Profile Locate My F	Records	Locate Record	ds Calendar	Messages	Things to Do			Quick Find	Ş
Sponsored Projects	Assigr Drag a	nments a column header and	d drop it here to grou	up by that column	1		Open 🗸	Your action items	>
Human Protocol		Module T	Record Y Number	Record Y Owner	Object T	Record Y Status	Subject T	Assigned	7
IACUC Conflict of Interest	4	IACUC	IACUCAM-20- 040	Tiger, (L2) Mike the	Initial Application	Modifications Required	Protocol IACUCAM-20- 040 Requires Modifications	12-Nov-2020 9:50:03 AM	4

• Uncheck **Complete** to make changes.

ASSIGNMENT	
ANIMAL CARE AND USE PROTOCOL	
SECTION 1: PROJECT	Your protocol is being returned to you for revisions.
SECTION 2: REGULATORY REQUIREMENTS	Click Log In to open the application (link below). Uncheck Complete at the top right of the page to make changes.
SECTION 3: ANIMALS	3. Une the left side of the page, click the year with angle of red circle with exclamation point to view and address each issue noted. 4. The page to be revised will appear. Locate the question that is marked for revisions. 5. Discuss the page to be revised is a side to be the IACLUS extrements. You are not enabled with a the velocity transfer of the IACLUS extrements. 5. Discuss the page to be revised will appear. Locate the IACLUS extrements. You are not enabled with a the velocity transfer of the velocity of the velo
SECTION 4: HAZARDOUS MATERIALS	3. Place your induse over the trange to see the VACUC comments. To use an also cack on the year with angle of red crice to open up the comments window to view the IACUC comments. NOTE: If the IACUC comment is noted with the red circle, you will be required to reply to the IACUC in the comments window. You
SECTION 5: EXPERIMENTAL DESIGN	can do so either at this step or after you have modified the answer to the question. 6. Close the comment box by clicking on the "X" at the top right.
SECTION 6: PERSONNEL	 Make the requested changes to the question on the application. You should overwrite the existing answer with the new one. After you have modified your answer, click on the triangle with the exclamation point to reply to the IACUC comment by clicking
PERSONNEL CONTINUED	the reply hyperlink. 9. Once your message is typed, click Post for the IACUC to be view your comment.
SECTION 7: OCCUPATIONAL HEALTH AND SAFETY	 Close the comment box by clicking on the "X" at the top right. Once all changes are made, check 'Complete' on the right side at the top of the page. Scroll back to the top of the document and click the top left column that states Assignment
SECTION 8: INVESTIGATOR'S STATEMENT	13. On the Assignments page, click I am done. It will then route to the IACUC for review. NOTE: If there are comments that are not addressed, you will receive a pop up message notifying you that something was missed. You can also view a comprehensive listing of comments made by clicking on the Comments Panel located on the ton right

• On the left side of the page, click the **yellow triangle** or **red circle** with the center exclamation point. The page to be revised will appear.

LSU	Review Comments Panel View P
ASSIGNMENT	ASSIGNMENT
ANIMAL CARE AND USE PROTOCOL	
SECTION 1: PROJECT	Your protocol is being returned to you for revisions.
SECTION 2: REGULATORY REQUIREMENTS	 Click Log In to open the application (link below). Uncheck Complete at the top right of the page to make changes.
SECTION 3: ANIMALS	 One the left side of the page, click the yellow triangle or red circle with exclamation point to view and address each is page to be revised will appear. Locate the question that is marked for revisions. Flace your mouse over the triangle to see the IACUC comments. You can also click on the yellow triangle or red circle
SECTION 4: HAZARDOUS MATERIALS	up the comments window to view the IACUC comments. NOTE: If the IACUC comment is noted with the red circle, you will be required to reply to the IACUC in the comments w
SECTION 5: EXPERIMENTAL DESIGN	can do so either at this step or after you have modified the answer to the question. 6. Close the comment box by clicking on the "X" at the top right. 7. Make the converted between the prediction on the arreliation of the arreliation of the second terms of term
SECTION 6: PERSONNEL	 Make the requested charges to the question on the application. To should overwrite the existing answer with the he 8. After you have modified your answer, click on the triangle with the exclamation point to reply to the IACUC comment the reply hyperlink
PERSONNEL CONTINUED	9. Once your message is typed, click Post for the IACUC to be view your comment.
SECTION 7: OCCUPATIONAL HEALTH AND SAFETY	 Close the comment box by clicking on the X at the top right. Once all changes are made, check 'Complete' on the right side at the top of the page. Scroll back to the top of the document and click the top left column that states Assignment
SECTION 8: INVESTIGATOR'S STATEMENT	13. On the Assignments page, click I am done. It will then route to the IACUC for review. NOTE: If there are comments that are not addressed, you will receive a pop up message notifying you that something v You can also view a comprehensive listing of comments made by clicking on the Comments Panel located on the top ri
ALL PAGES	Sincerely

NOTE: Red Circle indicates you must reply to the IACUC in the comments box. Yellow Triangle indicates replying to the comment is not required.

• To view the IACUC comments, find the red circle or yellow triangle on the page, and **click** to expand the comments box and review the comment. At this point, you can address the comment by clicking on **Reply** or **close** the window. To reply to the comment, see instructions on next page.

ASSIGNMENT	← Previous
ANIMAL CARE AND USE PROTOC	
SECTION 1: PROJECT	D SECTION 1: PROJECT
SECTION 2: REGULATORY REQUIREMENTS	()* 1. Now Protocol Crosted for Test (12) Mike the Tiger on 08 Eeb 2021 2:21 DM
SECTION 3: ANIMALS	Comment Filter By: V Clear Sort By: V Ascendi
SECTION 4: HAZARDOUS MATERIALS	Expand All Comment Points Collapse All Comment Points
SECTION 5: EXPERIMENTAL DESI	 1.1 Title: Comment <u>Close Comment</u>
SECTION 6: PERSONNEL	From: Manager, IACUC To: IACUC Manager - PI
PERSONNEL CONTINUED	Update
SECTION 7: OCCUPATIONAL HEALTH AND SAFETY	
SECTION 8: INVESTIGATOR'S STATEMENT	

• Make the requested changes on the application.

If the comment is noted with a red circle, in addition to making the requested changes on the application, you must reply to the IACUC. Click on **Reply**, and type your explanation of the changes made in the Message box. Make sure to address the comment to the appropriate party by clicking on **To**. Most of the time the choice should be to the **IACUC Manager-PI**. Choose **Post** to reply to the comment and close the window.

Comment	Filter By:	~ ~	Clear	Sort By:	~	Ascending	~
	Manage	r, IACUC ; IACUC N	/lanager -		Response R	equired	
	Post To				Make Com	ment Public	
	Subject 1.1 Titl	2:					
	Message						
	B I <u>U</u> abe				具 Format	•	
	(inherited font)	(inherite	ed size)	× A × C			
	I am replying						

NOTE: A green check will appear on the application if the comment has posted.



• If you still see a red circle on the right hand side after addressing comments, then you missed one! Go back to that Section and look through the page to find the comment missed. You should not see any red circles if all comments have been addressed.



• Once all changes are made, check **Complete** at the top of the page.

LSU		Review	Comments Panel	View PDF	Complete 🗹
ASSIGNMENT ANIMAL CARE AND USE PROTOCOL	← Previous				Nex

• Go to the **Assignment** page by clicking the top left column. Click **I am done** towards the bottom of the page. It will then route to the IACUC for review.

LSU		Review	Comments Panel	View PDF	Complete 🔽
ASSIGNMENT					Next ->
ANIMAL CARE AND USE PROTOCOL	ASSIGNMENT				
SECTION 1: PROJECT					
SECTION 2: REGULATORY REQUIREMENTS	Your protocol is being returned to you for revisions. Please do the following:				
	I am done				

Copy an Existing Application

Login through myLSU or by <u>https://www.lsu.edu/geauxgrants/</u>. You login to GeauxGrants with your PAWS user ID and password.

- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- On the IACUC landing page, click **Copy from Existing**

GeauxGrants	3	Welcome Test (L2) Mike Tiger Logout		
Home My Profile Locate My R	Records Locate Records Calendar Messag	es Things to Do	Quick Find	
Sponsored Projects Award Tracking	IACUC Create New			
Human Protocol	Initial Application	Amendment]	
IACUC	Annual Review	Deviation / Incident		
Conflict of Interest	Project Closure	Test		
SPIN	Copy from existing			
GeauxGrants Help Desk	Accessing Records/Reporting			
	Locate records by using filters	Show a listing of All my records		

• Type the **protocol number** to copy and click **Continue**. A new application will appear with the information populated. If you do not know your IACUC protocol number, click **Browse for Protocol**.

Done <u>Back</u> He	lp Portal	
Close	Create From Existing	Browse for Protocol
	Protocol Number to copy: Continue	1
	Include Anesthesia & Euthanasia Drugs & Devices Keywords Procedures Species Locations UDF's	

• If you browse for your protocol, under "Apply Filters", click **Set** next to the filter you choose. Type in the information and click **Save**. Click **Go** on the "Apply Filters" line.

Add Animal Protocol					Close
Select by Number	Go				
Apply Filters					Go Clear All
Browse By					
Sponsor/Scheme	Set	Sponsor Type		Set	
Primary Center/Program	Set	Center/Program		Set	
Principal Investigator	Set	Investigator	- Select -	~	
Primary Assoc. Dept.	- Select - 🗸 🗸	PI Department		Set	
Primary Location	Set	Locations		Set	
Review Board	- Select - 🗸	Review Category	No Review Categories Found		
Species	No Species Found				

• The records found will show at the bottom of the page. Click the **circle** next to the application you wish to copy and click **Select**.

1 Records F	ound. Displaying pages 1 through 1 of 1			
1				
				Calast
Number	Title	Sponsor/Scheme	PI	Select
IACUCAM-20-	New Protocol Created for Test (L2) Mike the Tiger on 12-Nov-2020 10:06 AM		Tiger, (L2) Mike the	0
041			Test	

- A new application will appear with the information populated.
- Continue to complete the application and submit to the IACUC. Follow steps on page 7 to submit to the IACUC.

Submitting an Annual Review

Login through myLSU or by <u>https://www.lsu.edu/geauxgrants/</u>. You login to GeauxGrants with your PAWS user ID and password.

- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- Locate the protocol that requires the Annual Review under Locate My Records.

LSU GeauxG	rants	Welcome Bob Reviewer Logout			
Home My Profile Loca	te My Records Locate Records Calendar Messag	es Things to Do Quick Find	C		
Sponsored Projects Award Tracking Human Protocol	IACUC Create New	Amendment			
IACUC	Annual Review	Deviation / Incident			
Conflict of Interest	Project Closure	Test			
SPIN	Copy from existing				
GeauxGrants Help Desk	Accessing Records/Reporting				
	Locate records by using filters	Show a listing of All my records			

• Locate the protocol that requires the Annual Review and click on the lines to the left. Then choose **Create New**, **Annual Review**.

	20-055	(22) 1111		100 101 1031 (EZ) millo and high on 00 200 2020 10.007 an	Development	
	Edit	•				
	View	•	Advanced Diagnos the livestock cover	tic and Therapeutic Techniques in Food Animals; Numerous courses utilize ed under this protocol. They include: 1)Veterinary Technician Training		
	Create New	•	Amendment	gado, BRCC; 2)Years 1-4 professional students requiring advanced	ln.	
	Info	•	Annual Review	PAVE Labs; 6)Farm Animal Medicine Club (Wet Labs); 7)LSU/LSART	Development	
	Delete		Deviation / Incident	Response & Training Boot Camps•Dr. Kun-Jun Han's project -		
	Bookmark Re	ecord	Test	ntial soil health and forage contributions of diverse species mixtures "		
. =	IACUCAW-	Gaivez,		fect of dietary exposure to polylactic acid based microplastics in Gulf	In	
	20	Fernand	-		Development	
•	IACUCAM- 20-041	Tiger, (L2) Mik the	e New Protocol Crea	ted for Test (L2) Mike the Tiger on 12-Nov-2020 10:06 AM	Approved	

• Go to Page 1 and complete the questions. Select the **Review Period** and complete as applicable.

ASSIGNMENT	← Previous						
PAGE 1	PAGE 1						
ALL PAGES	Protocol #: IACUCAM-20-041	Submission #: IACUCAM-20-041-08					
	Principal Investigator: Tiger, (L2) Mike the						
	Project Title: New Protocol Created for Test (L2) Mike the Tiger on 12-Nov-2020 10:06 AM						
	Approval Period:						
	Start Date	End Date					
	05-Feb-2021	04-Feb-2024					
	* Review Period:						

• To add the number of animals used during the project, click on the **yellow plus** sign and enter the information in the table.

ease complete the table below indicat	ing number of animals used since the start	t of the project. This section applies to all
otocols including rield studies, clinica	in Protocols, and protocols that only use cat	aavers (regardiess of animal source).
Species (common name)	Number animals approved	TOTAL number of animals used to
	for the protocol	date on this protocol
	for the protocol	•

• Once the form is completed, **Save**, check **Complete** and then **Submit**.

LSU	y zromay romadym ogicka omna zer riero soro roma ve		Complete	Submit	Save
PAGE 1 ALL PAGES	PAGE 1			1	_
	Protocol #: IACUCAM-21-076 Principal Investigator:	Submission #: IACUCAM-21-076-02			

Submitting a Deviation / Incident

Login through myLSU or by <u>https://www.lsu.edu/geauxgrants/</u>. You login to GeauxGrants with your PAWS user ID and password.

- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- Click on Locate My Records for a list of your protocols.

LSU Ge	auxGrants		Welcome Bob Reviewer Logout					
Home My Profile	Locate My Records	Locate Records	Calendar	Messages	Things to Do		Quick Find	P
Sponsored Projects Award Tracking Human Protocol IACUC	IACU Create	JC New tial Application nual Review			Amendment Deviation / Incident			
Conflict of Interest	Pro	oject Closure			Test			
SPIN GeauxGrants Help Desk	Access	py from existing sing Records/Reportin cate records by using	ng I filters		Show a listing of <i>All</i> my re	acords		

• Locate the protocol that requires the Deviation/Incident report and click on the lines to the left. Then choose **Create New**, **Deviation/Incident**.

		,				
	20-055	(22) 111			Development	
	Edit	•				
	View	►	Advanced Diagno the livestock cove	stic and Therapeutic Techniques in Food Animals; Numerous courses utilize red under this protocol. They include: 1)Veterinary Technician Training		
	Create New	•	Amendment	gado, BRCC; 2)Years 1-4 professional students requiring advanced	In	
	Info	•	Annual Review	and PBL 5002; 4)VMED 5010 - Advanced Small Ruminant Medicine and PAVE Labs; 6)Farm Animal Medicine Club (Wet Labs); 7)LSU/LSART	Development	
	Delete		Deviation / Incident	Personnamic Training Boot Camps•Dr. Kun-Jun Han's project -		
	Bookmark Re	cord	Test	ntial soil health and forage contributions of diverse species mixtures "		
. =	IACUCAIVI-	Gaivez,		fect of dietary exposure to polylactic acid based microplastics in Gulf	In	
	20	Fernand			Development	
•	IACUCAM- 20-041	Tiger, (L2) Mil the	e New Protocol Crea	ated for Test (L2) Mike the Tiger on 12-Nov-2020 10:06 AM	Approved	

• Once the form is completed, **Save**, check **Complete** and then **Submit**.

LSU		Ξ	Complete	Submit	Save
PAGE 1					
ALL PAGES	PAGE 1				
	Protocol #: IACUCAM-21-076	Submission #: IACUCAM-21-076-02			
	Principal Investigator:				