

HOW TO CREATE AN IACUC ANIMAL USE PROTOCOL XFORM

This short tutorial provides information on how to create an IACUC Animal Use Protocol XForm in IRB Manager. Let's look at the Dashboard after our investigator John PI has logged in.

The screenshot shows the IACUC Dashboard in IRB Manager. The dashboard is organized into several sections:

- Actions for Researchers:** Includes links for "Animal Use Protocol Form", "Start xForm", and "Show Sponsor Ids".
- Recent Items:** Lists recent xForms such as 300018-UT, 400025-UT, 400030-UT, 400006-UT, 400001-UT, TEST-IACUC-3-UT, and TEST-IACUC-2-UT.
- Useful Links:** Provides links to "All Projects Dashboard", "IACUC Dashboard (coming soon)", and "IBC Dashboard (coming soon)".
- Studies (20 Active):** A summary box indicating 20 active studies and 34 total studies, with 8 studies expiring in the next 90 days.
- xForms (22 Active):** A summary box indicating 8 unsubmitted xForms, 14 xForms being processed, and 3 xForms awaiting attention.
- Events (15 Open):** A summary box indicating 2 IACUC Amendment Submission events, 13 IACUC New/Triennial Renewal Submission events, and 15 Total Open events.
- Important Information:** A yellow box with a welcome message and an important note: "Do not put real Protocol applications here yet. All data entered will be wiped before the go-live on Monday February 24th at 5:00PM." It also provides contact information for the IACUC office.

On the upper left hand side you will see an Action called Start XForm. If you click here, it will display a list of XForms from which you can choose to create. In this case, we will choose to create an IACUC Animal Use Protocol Form. The IACUC Animal Use Protocol XForm is organized into different sections or pages.

The screenshot shows the IACUC Animal Use Protocol XForm. The form is organized into several sections:

- Collaborators:** A link to add collaborators.
- A. Initial Demographics:** The current section, which includes a drop-down menu to skip past error messages.
- Submitter:** A section for the principal investigator (PI), John M.D., with fields for email (john.pi@utoledo.edu) and business phone (419-530-6651).
- A.1. What is the title of your project? (Required):** A text input field for the project title.
- A.2. Please indicate the protocol type for your application (Required):** A section with radio buttons for "Breeding" and "Classroom Instruction".

You may answer them sequentially or use the drop down list to skip to different section or pages of the XForm. Each question has an "Add Note" feature. This allows the individual filling out the XForm, perhaps a Lab Manager, to add a note or question for the principal investigator or the IACUC Office. By pressing the "Collaborators" link, you can add individuals that will be able to view, edit, and/or submit the XForm or protocol as well. At the bottom of each page are directional buttons that allow you to move to the previous or next pages or sections, save the XForm for later, and a more button. If you press the more button you are given various options including the options to view the XForm as a pdf, which will allow you to print it for later use.



IACUC Animal Use Protocol Form -- A. Initial Demographics

- Monitoring
- Research
- Research/Breeding
- Training

A.3. Please indicate species involved in your protocol (one per protocol). (Required)

Add Note View Audit

A.4. Is this a renewal application? (Required)

Add Note View Audit

- Yes
- No

Next Save for Later More ▾