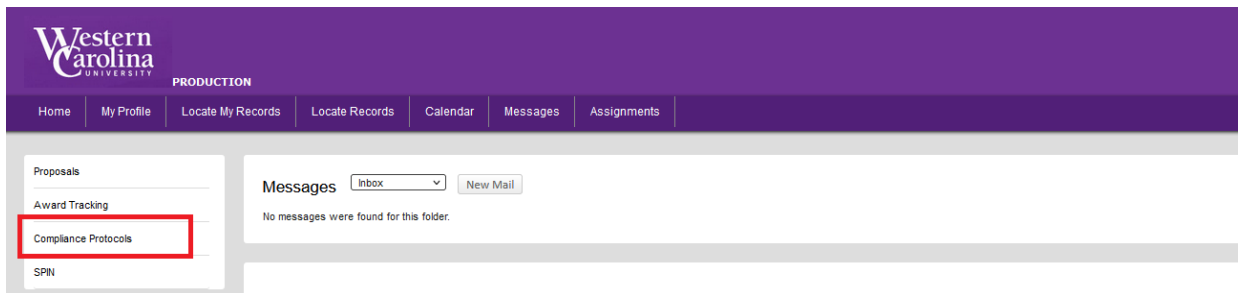
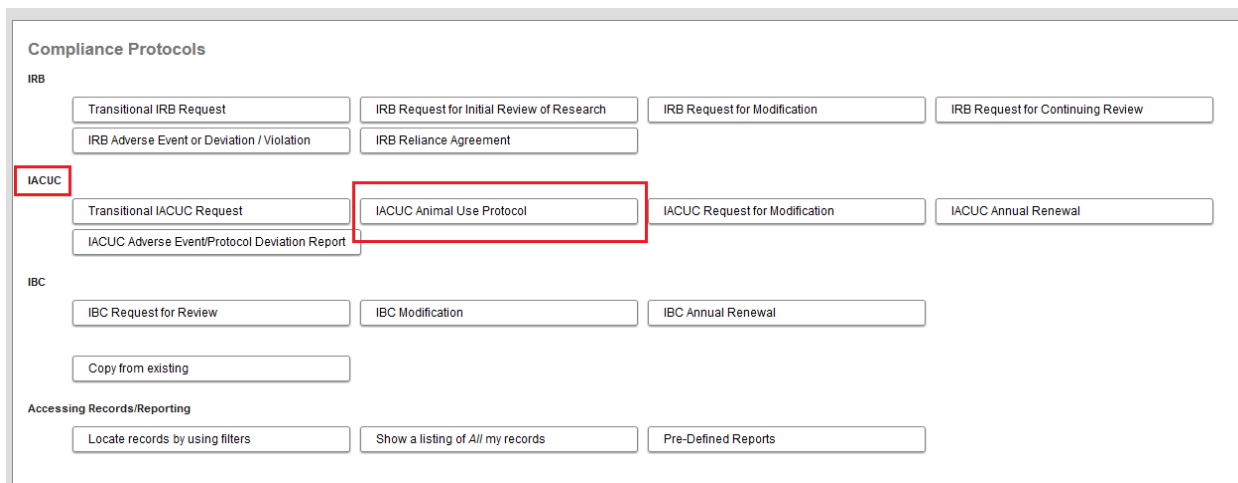


Creating a New IACUC Application

Login to [InfoEd](#) using your WCU credentials. You will be taken to your home screen in InfoEd. Click on “Compliance Protocols” in the menu on the left.



IACUC submissions may be found in the center of the screen. Click on “IACUC Animal Use Protocol.” A new window will open.



The first part of the application is the Project Summary. Complete the Project Summary section by giving the project a title, selecting a type of project, answering the continuation questions, and entering the activity dates of the research or teaching. Please note, you may save your work at any time by clicking “Save” in the top right corner. When you save your application, you may come back to it at any time to complete it.

PROJECT SUMMARY

When your application is complete, click 'Lock Form' in the top right corner. Then click the 'Submit' button to submit your application to the Research Compliance office.

IACUC Registration Number	Submission Number
2021-09-14-01	2021-09-14-01-01

Project Title:
Enter a new project title here

Principal Investigator:
Investigator, Pete
Department English
Title
Address 1 1 University Way
Email jcarson@wcu.edu
Phone 222-222-2222

Protocol Type
IACUC

Submission Type
IACUC Animal Use Protocol

Is this application a continuation of a currently or previously approved application?
 Yes No

Activity dates
Activity period cannot exceed three years. Animal Use Protocol requires annual renewal due each year the protocol is active. If your previous application is required after the third year. If this is applicable to your protocol, you must provide the IACUC with previously approved protocol information.

***Type of Project:**
Teaching
Laboratory Animal Research
Wildlife Non-Observational
Wildlife Observational

***Start date:** [Date Picker]
***End date:** [Date Picker]

You will notice more application sections populate after you select the type of project you are submitting.

PROJECT SUMMARY

When your application is complete, click 'Lock Form' in the top right corner. Then click the 'Submit' button to submit your application to the Research Compliance office.

IACUC Registration Number	Submission Number
2021-09-14-01	2021-09-14-01-01

Project Title:
Enter a new project title here

Principal Investigator: Investigator, Pete
Department: English
Title:
Address 1: 1 University Way
Email: jcarson@wcu.edu
Phone: 222-222-2222

Protocol Type: IACUC

***Type of Project:**
Wildlife Non-Observational

Submission Type: IACUC Animal Use Protocol

Is this application a continuation of a currently or previously approved AUP?
 Yes No

Activity dates
Activity period cannot exceed three years. Animal Use Protocols are approved for a maximum of three years, with an annual renewal due each year the protocol is active. If your project will run longer than three years, a new application is required after the third year. If this is applicable to you, please use the previous question to provide the IACUC with previously approved protocol information.

*Start date:

*End date:

ADMINISTRATIVE INFORMATION

Continue answering the questions in the application. You may add personnel or change the principal investigator in the Experience and Training section, as well as include Unaffiliate Personnel.

EXPERIENCE AND TRAINING

Personnel - Review  **Click the yellow plus sign to add more personnel to the project.**

Delete Personnel - Review

Name
Investigator, Pete

Principal Investigator <input checked="" type="checkbox"/>	Start Date 14-Sep-2021 <input type="calendar"/>	End Date <input type="calendar"/>	* Role <input type="text"/>
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* Upload a copy of your CITI training certificate: Investigators, Staff and Students - Lab Animal Research. Instructions for downloading your certificate from CITI may be found [here](#).



* **WCU Role**

* **Responsibilities:** List primary activities this person will conduct.

UNAFFILIATED PERSONNEL

Use this section to add research personnel who are not affiliated with WCU.

 **Click "Add" to include unaffiliated personnel to the project.**

Proceed with the application, answering all questions. When you arrive at the Animals section, click the “Add” button to include the animals that will be used for the project. Complete a separate entry for each species or rodent strain to be used by clicking the “Add” button again.

PROJECT SUMMARY AND STUDY OBJECTIVES

*** Project Summary for Lay Person (not to exceed 500 words):**

In lay language, briefly summarize the overall intent/objectives of the study. The target audience for this summary is a non-scientist.

*** In scientific language, provide a description of the experimental procedures that will be used to accomplish the specific aims of the study. This description should allow the IACUC to understand the experimental course of an animal from its entry into the experiment to the endpoint of the study. If this is a triennial resubmission, include summaries of findings during the previous 3 years of work and how these data will be expanded upon in the next 3 years.**

ANIMALS

*** Complete a separate row for each species or rodent strain to be used. Please include all information that applies to the animals you propose to use in this proposal.**

[Add](#)

*** a. Select how the animals will be acquired:**

- In-house colony
- Commercial breeder
- Wild animals
- Privately Owned Animals
- Other

*** b. Will the animals be held in a housing facility for an extended period of time?**

Yes No

*** d. Is transportation to the facility is required?**

Yes No

ANIMALS

*** Complete a separate row for each species or rodent strain to be used. Please include all information that applies to the animals you propose to use in this proposal.**

[Add](#)

	Remove
a. Species (common name)	<input type="text"/>
* b. Sex	<input type="text" value="v"/>
c. Age range	<input type="text" value="v"/>
* d. Number of animals/year	<input type="text"/>
e. Total number of animals	<input type="text"/>

Proceed with the application, answering all questions. When you get to the Justification for Animal Use section, click the “Add” button to add a procedure. Complete a separate entry for each procedure by clicking “Add.”

JUSTIFICATION FOR ANIMAL USE

a. Describe the number of animals to be used for each experiment in the table below.

[Add](#)

b. You arrived at these numbers by (check all that apply).

- The outcome measures or phenomena being measured are variable and large sample sizes are necessary for statistically valid sampling.
- Differences from controls are expected to be small, and large sample sizes are necessary to distinguish differences reliably.
- The experiments are technically difficult and multiple attempts will be needed to obtain satisfactory data from each experiment.
- Other

JUSTIFICATION FOR ANIMAL USE

a. Describe the number of animals to be used for each experiment in the table below.

[Add](#)

	Remove
*Experiment or Procedure	<input type="text"/>
*Animals / Group	<input type="text"/>
*Groups / Experiment	<input type="text"/>
*Experiments / Year	<input type="text"/>
*Animals / Year	<input type="text"/>

Proceed with the application, answering all questions. If Federal, State, or International Permits are required for your project, you will be required to upload the document in the permit section of the application.

FEDERAL AND STATE PERMITS

*a. Are federal, state or international permits required?

Yes No

*b. Do permits cover all personnel involved in this project and listed on the protocol?

Yes No

*c. Please attach copies of all permits

[Add](#)

When you are done answering the questions in the application, review the Principal Investigator's Statement and check the box. Check the box next to "Lock Form" to lock your project. Then click "Submit." Your project has now been submitted to the Research Compliance Office. You will receive a confirmation email of your submission.



Save

Lock Form

Submit

PRINCIPAL INVESTIGATOR'S STATEMENT

*By submitting this application, the Principal Investigator certifies the statements made in this request are accurate and complete. The Principal Investigator accepts responsibility for ensuring that all aspects of the study procedures are completed as described in the IACUC approved application and agrees to comply with all IACUC communication. The Principal Investigator will not commence work on the procedures described in this proposal until notice of approval is received from the IACUC.

The Principal Investigator will:

- If I receive approval for this project, I agree to inform the IACUC of any emergent problems. I further agree not to proceed with the project until the problems have been resolved.
- I will not make significant procedural changes to procedures involving animals without submitting an amendment to the IACUC and will not undertake such changes until the IACUC has reviewed and approved them.
- Train all research personnel in appropriate animal care and use
- It is my responsibility to ensure that every person working with animals is appropriately trained. I agree to document this training and provide documentation upon request to the Safety and Risk Management Office and IACUC.
- I will keep a copy of this protocol and all subsequent correspondence. (A copy of the protocol may be downloaded from the Locate My Records tab on the InfoEd homescreen, or in the menu at the top of this screen.)

Using the checkbox below constitutes my electronic signature to this application.

When your application is complete, click 'Lock Form' in the top right corner. Then click the 'Submit' button to submit your application to the Research Compliance office.



Krauss, Alison <alkrauss@email.wcu.edu>
To: Jamie Carson

Retention Policy 10 year Inbox Delete (10 years)

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

WARNING: This email originated from a non-WCU email account. Do not click links or open a

Dear Pete Investigator,

Your submission for protocol #2021-09-14-01 has been received by the Office.