



Click IACUC: Animal Numbers

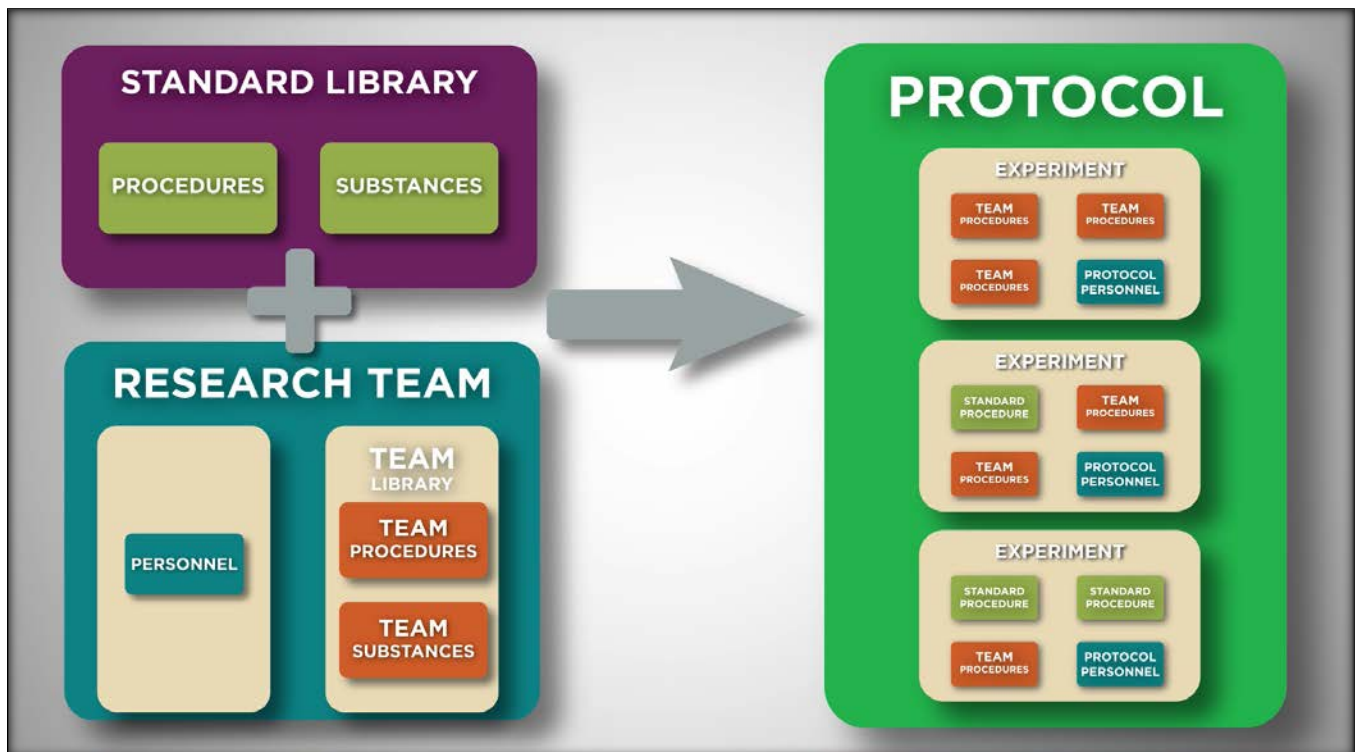
The objective of this Quick Guide is to help Principal Investigators (PI) and research teams get started in the Click IACUC module with the structure and organization of animal numbers.

1. Protocol Structure and Planning.

Within the Click IACUC module, the protocol construction process is based on the building block approach.

- The Standard Library houses IACUC approved procedures and substances
- The research team will house the team procedures and substances
- To create a protocol, a PI builds experiments based on the procedures and substances, then combines the experiments into a comprehensive research protocol

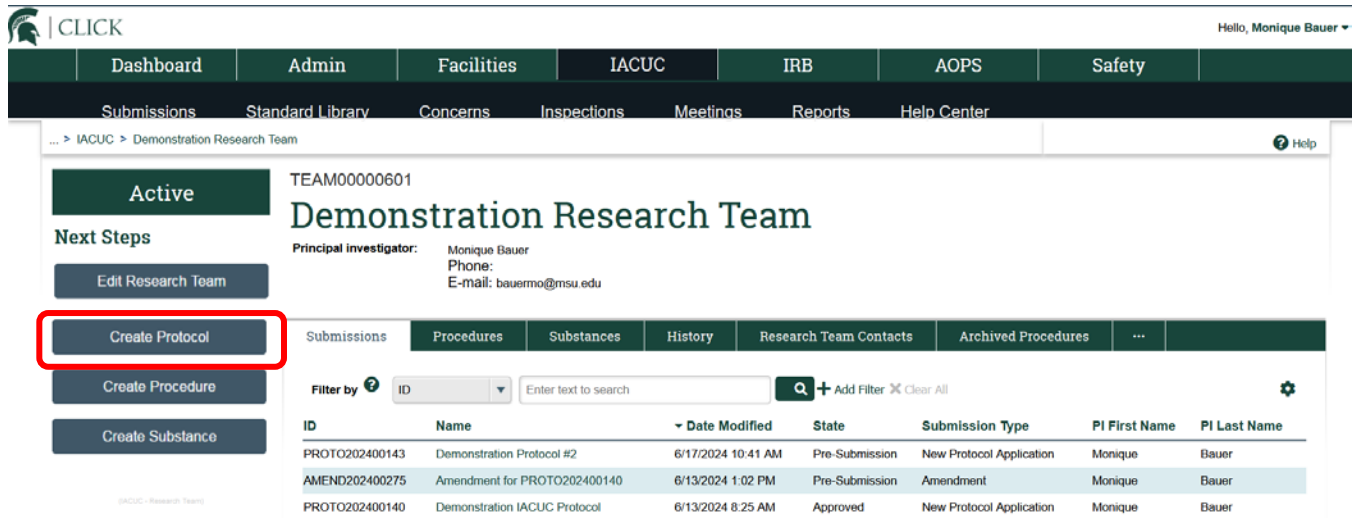
Understanding the protocol structure will allow the PI to develop a protocol plan. This includes defining which specific procedures and substances will be needed to be created for their team prior to initiating a protocol within the system.



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2. Protocol Creation.

Briefly, to create a protocol, begin at your Research Team workspace and select the **Create Protocol** button.



CLICK | Hello, Monique Bauer

Dashboard Admin Facilities IACUC IRB AOPS Safety

Submissions Standard Library Concerns Inspections Meetings Reports Help Center

... > IACUC > Demonstration Research Team

Active TEAM00000601

Demonstration Research Team

Principal investigator: Monique Bauer
Phone:
E-mail: bauermo@msu.edu

Edit Research Team

Create Protocol

Create Procedure

Create Substance

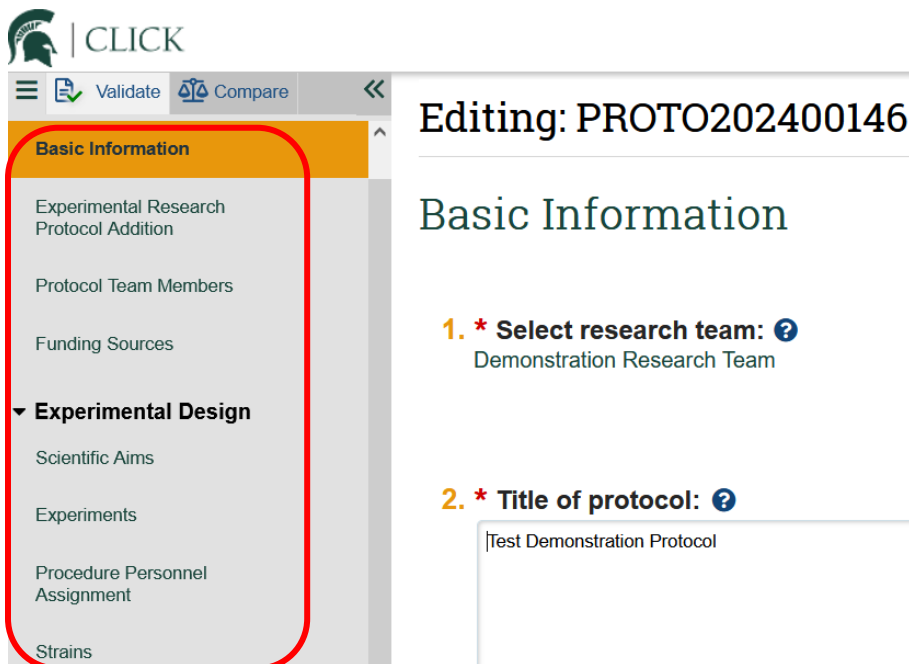
Submissions Procedures Substances History Research Team Contacts Archived Procedures ...

Filter by ID Enter text to search + Add Filter X Clear All

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
PROTO202400143	Demonstration Protocol #2	6/17/2024 10:41 AM	Pre-Submission	New Protocol Application	Monique	Bauer
AMEND202400275	Amendment for PROTO202400140	6/13/2024 1:02 PM	Pre-Submission	Amendment	Monique	Bauer
PROTO202400140	Demonstration IACUC Protocol	6/13/2024 8:25 AM	Approved	New Protocol Application	Monique	Bauer

The first page of the protocol is the Basic Information page. Once all questions have been answered, select the **Save** button at the bottom of the page.

After saving, more options appear on the left side of the page – **File Menu**. This menu allows the user to easily navigate between protocol pages.



CLICK | Validate Compare

Editing: PROTO202400146

Basic Information

- * Select research team:** ?
Demonstration Research Team
- * Title of protocol:** ?

Basic Information

- Experimental Research Protocol Addition
- Protocol Team Members
- Funding Sources
- Experimental Design**
 - Scientific Aims
 - Experiments
 - Procedure Personnel Assignment
 - Strains



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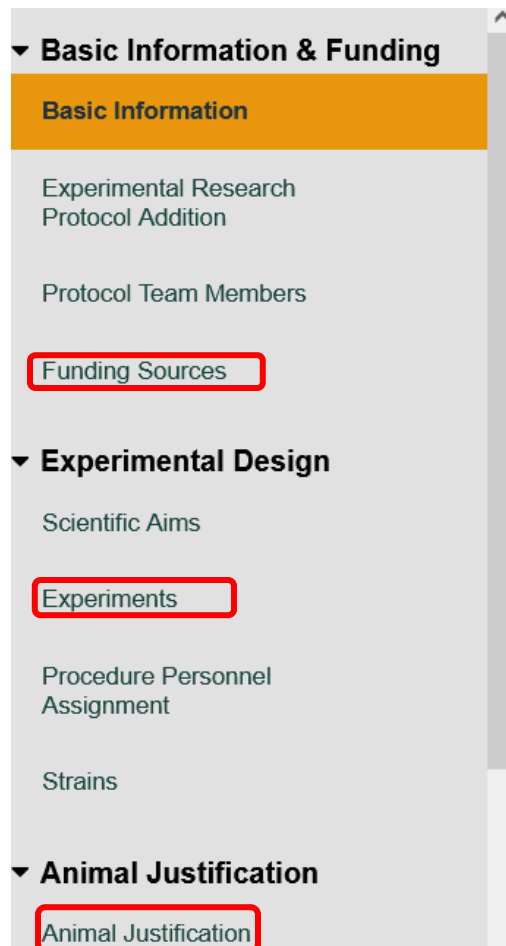
3. Animal Numbers.

The **File Menu** is a tool for navigation between protocol pages. There are three pages that relate to animal numbers within the Click protocol:

- Funding Sources – identifies all internal and external funding sources to be used within the protocol
- Experiments – defines which species and how many of each species will be used for each experiment
- Animal Justification – provides clarification to update the animal total per species

The objective of these specific protocol pages is to define which animals will be associated with specific experiments. Once the funding sources are identified, the animals are defined within the Experiments and Animal Justification pages.

Each protocol page's purpose is described in more detail using examples in this Quick Guide.



a. Protocol Page: Funding Source



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For the funding source page, all external funding sources (Question 1) and internal funding sources (Question 2) related to the protocol are identified.

Funding Sources

1. Identify the external funding source details:

Find Now

Related Funding Sources

PI First Name	PI Last Name	Institutional Proposal Number	Award Number	Prime Sponsor Name	Sponsor Name	Project Title	Project Start Date	Co Investigator
There are no items to display								

2. Identify the internal funding source details:

Description
There are no items to display

+ Add

To add an external funding source, select the **Find Now** button under Question 1. A pop-up window appears that connects directly to the university’s external funding system, Kual Research (KR).

In the pop-up window, enter the investigator’s last name and select **Search KC for Proposals/Awards** button.

The screenshot shows a pop-up window titled "msuKcIntegration" with the subtitle "Find Funding Source from KC". It contains a search form with a "Last Name" dropdown menu and an adjacent text input field. Below the input field is a button labeled "Search KC for Proposals/Awards" with a loading spinner icon. At the bottom right of the window are "OK" and "Cancel" buttons.

Click IACUC: Animal Numbers

msuKcIntegration

Find Funding Source from KC

Last Name

Select	ID	PI First Name	PI Last Name	Institutional Proposal Number	Award Number	Prime Sponsor Name	Sponsor Name	Project Title	Project Start Date	Co Investigators
<input type="radio"/>	ID00003886	James	Pestka	00446150			US Dept of the Army	Reducing Steroid Use in Lupus Treatment with Omega-3 Fatty Acids		John Buchweitz; Jack Harkema; Laura McCabe
<input type="radio"/>	ID00004776	Narayanan	Parameswaran	00511617			Korean Ginseng Corp	Glucocorticoid-induced osteoporosis: Effect of Korean Ginseng on microbiota-immune		Laura McCabe

Select the funding source and click **Ok**. The page will display the funding source under Question 1.

1. Identify the external funding source details:

Related Funding Sources:

PI First Name	PI Last Name	Institutional Proposal Number	Award Number	Prime Sponsor Name	Sponsor Name	Project Title	Project Start Date	Co Investigator
James	Pestka	00446150			US Dept of the Army	Reducing Steroid Use in Lupus Treatment with Omega-3 Fatty Acids		John Buchweitz; Jack Harkema; Laura McCabe

Each external funding source requires a KR (KC) search. Add all applicable external funding sources for the protocol.

External funding sources can be found by searching by the Investigator's last name, Institutional Proposal (IP) Number, or Award Number.

msuKcIntegration

Find Funding Source from KC

Last Name



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To add an internal funding source, select the **Add** button under Question 2.

2. Identify the internal funding source details:

Description

There are no items to display

+ Add

A line item appears that requires text to be entered for the funding source title. Enter a descriptive title that defines the internal funding source.

2. Identify the internal funding source details:

Description

Start-Up Funding

+ Add

Answer Question 3 and Question 4 regarding funding categorization and sub-awards.

3. * Identify each organization supplying funding for the protocol:

ID

- PHS (e.g. NIH, CDC, FDA, AHRQ, etc.)
- NSF
- DoD/VA
- Other Federal Funding
- Other (includes state funding, foundations, companies, and other organizations)
- Internal/University

4. * Will this project have a subaward to another institution that will involve live animals? Yes No [Clear](#)

Select the **Save** button.

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b. Protocol Page: Experiments

On the Experiments page, the researcher defines which species will be used and how many of each animal. Within this example, Experiment #1 defines use of 100 rats, Experiment #2 defines use of 100 rats, and Experiment #3 defines use of 500 mice.

Experiments

◀ Go to forms menu

i Important! Make sure all procedures required for your protocol exist in the IACUC system before you add experiments.

If the procedure is not yet created: [Create Procedure](#)

1. * Define the experiments to be used in this protocol:

+ Add						
Name	Species	Is USDA	Total	Pain Category	Procedures	
Experiment #1	Rat	no	100	B: 0, C: 100, D: 0, E: 0	<ul style="list-style-type: none"> ✓ Lidocaine (Analgesia) (Standard - Substance Administration) ✓ Blood, Tail Vein (Standard - Sample Collection (Non-Surgical)) ✓ Bupivacaine (Analgesia) (Standard - Substance Administration) 	Copy
Experiment #2	Rat	no	100	B: 0, C: 100, D: 0, E: 0	<ul style="list-style-type: none"> ✓ Demonstration Test Procedure (Team - Special Diet) 	Copy
Experiment #3	Mouse	no	500	B: 0, C: 500, D: 0, E: 0	<ul style="list-style-type: none"> ✓ Isoflurane with Cervical Dislocation (Standard - Euthanasia) 	Copy

For additional detail on how to build experiments, please see additional support materials at <https://animalcare.msu.edu/click/resources.html>.

c. Protocol Page: Animal Justification

The Click IACUC protocol sums all the species defined within the Experiments page on the Animal Justification page. The Animal Justification page allows the researcher to clarify (and confirm) the actual animal count of the protocol.

For the example described listed above:



- Experiment #1 defines use of 100 rats,
- Experiment #2 defines use of 100 rats, and
- Experiment #3 defines use of 500 mice.

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The Animal Justification page appears with a total per species and USDA category:

- There are 200 rats in category C
- There are 500 mice in category C

Animal Justification

1. **Click Update to adjust the number of animals to be used or produced for this protocol.** These values should include reconciliation of animal reuse and/or breeding if applicable. Please contact the IACUC Office with questions, iacuc@msu.edu and 517-432-8103.  

Species	USDA Covered Species	Pain Category	Animals Identified in Experiments	Actual Animal Count	
Mouse	no	Pain Category B	0	0	
Mouse	no	Pain Category C	500	500	
Mouse	no	Pain Category D	0	0	
Mouse	no	Pain Category E	0	0	
Rat	no	Pain Category B	0	0	
Rat	no	Pain Category C	200	200	
Rat	no	Pain Category D	0	0	
Rat	no	Pain Category E	0	0	

The information within the Actual Animal Count can be updated to define how many animals will actually be needed to conduct the research.

Example:

For the rats, the animals used within Experiment #1 will be used within Experiment #2. Select the **Update** button and enter '100' into the field; click **Ok**.



1. **Click Update to adjust the number of animals to be used or produced for this protocol.** These values should include reconciliation of animal reuse and/or breeding if applicable. Please contact the IACUC Office with questions, iacuc@msu.edu and 517-432-8103.  

Species	USDA Covered Species	Pain Category	Animals Identified in Experiments	Actual Animal Count	
Mouse	no	Pain Category B	0	0	
Mouse	no	Pain Category C	500	500	
Mouse	no	Pain Category D	0	0	
Mouse	no	Pain Category E	0	0	
Rat	no	Pain Category B	0	0	
Rat	no	Pain Category C	200	100	
Rat	no	Pain Category D	0	0	
Rat	no	Pain Category E	0	0	

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Because the rats are going to be used in Experiment #1 and in Experiment #2, the system requires a written rationale under Question 2.

2. If the actual number of animals differ from Animals Identified in Experiments, explain:

Instructional Note: For breeding activities, account for breeders and animals bred but not used in the experiments.

The same rats will be used in Experiment #1 and Experiment #2.

Finally, select **Yes** for Question 3. Then select the **Save** button.

3. * Do you confirm the values in the Actual Animal Count column? Yes No [Clear](#)

4. Protocol Submission.

Once all protocol pages have been successfully completed, return to the protocol workspace and select the **Submit** activity along the left side.

Root > IACUC > Demonstration Research Team > Test Demonstration Protocol

Pre-Submission

Next Steps

Edit Protocol

Printer Version

Submit

Assign Admin Office

Assign Coordinator

Assign Primary Contact

Assign PI Proxy

Manage Guest List

Manage Ancillary Reviews

PROTO202400146

Test Demonstration Protocol

Principal investigator: Monique Bauer

Primary contact:

IACUC coordinator:

Admin office: IACUC

Letter:


Submission type: New Protocol Application

Protocol type: Experimental Research

Consulted vet:

PI proxies:
There are no items to display

Grace period: -





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After selecting the **Submit** button, the PI attestation window will appear for verification; select **Ok**.

Submit

As the principal investigator, I certify that:

- I agree to abide by all federal and state regulations, Michigan State University (MSU) policies and Institutional Animal Care and Use Committee (IACUC) guidelines concerning the use of animals.
- I agree that all use of vertebrate animals will be covered by a protocol that has been reviewed and approved by the MSU IACUC and that IACUC approval must be obtained before ordering animals and/or performing any animal procedures described in this form.
- I will promptly notify the Attending Veterinarian or designee regarding any unexpected study results that negatively impact the animals, including any unanticipated pain or distress and/or morbidity or mortality.
- I agree that any proposed changes to this protocol will be requested by sending an amendment outlining the changes. IACUC approval must be obtained before performing the revised animal procedures described therein.
- I will maintain appropriate animal records (e.g., census, health, veterinary care, euthanasia, surgery, diagnostic, anesthesia, etc.).
- I will do everything within my power to safeguard the health and well-being of each animal under this protocol.
- I accept responsibility that all personnel working on this project are aware of and will follow the approved procedures outlined in this form. I assure personnel are adequately trained and have demonstrated competence in the animal procedures.
- I understand that approval of projects is for a maximum of three years from the date of approval. I understand that the IACUC can call for a complete re-review of the project as needed.
- By submitting this form, I agree to protocol-related activities including post approval monitoring, equipment maintenance, and communications with representatives of the IACUC at least annually.

1. Comments:

2. Supporting documents:

Document Name	Date Modified
There are no items to display	

The protocol has now been sent to the IACUC administrative office for processing.

For further support within the Click IACUC Module, please contact the IACUC Administrative Office (iacuc@msu.edu, 517-432-8103) or the Click Help Desk (clickhelpdesk@msu.edu, 517-355-2000).