The objective of this quick guide is to help principal investigators initiate a protocol within the Click IACUC module. This document provides an overview of the building block structure, creation, key pages, and submission of a protocol.

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1. Protocol Planning – Building Blocks

Within the Click IACUC module, the protocol construction process is based on the building block approach. To create a protocol, a principal investigator (PI) builds experiments based on the procedures and substances, then combines the experiments into a comprehensive research protocol.

For further details about creating and managing team procedures and substances, please see additional support materials at https://ra-project.vprgs.msu.edu/support-materials.
2. Create Protocol

Click System Login

The Click system modules are part of Michigan State University’s enterprise systems, so logging in will involve use of the university’s single sign on. If you have not logged in to one of the enterprise systems for the day, you will also be asked to provide your two-factor authentication code. Below is the image of the tile available within EBS.

My Inbox

After login, users arrive at the My Inbox page. From My Inbox, select the IACUC button along the left side to expand the menu and then select the appropriate Research Team for the protocol.
Research Team Workspace

On the **Research Team Workspace**, the following buttons for protocol related actions are displayed on the left side:

- Edit Research Team – allows updates to be made regarding the research team members
- Create Protocol – initiates the process of creating a protocol to submit for IACUC review
- Create Procedure/Create Substance – initiates creation of a team procedure or team substance

To create a protocol, select the **Create Protocol** button.
3. Key Pages

Basic Information

The first page of the protocol is the Basic Information page. All fields on this page are required.

1. **Title of protocol**: Provide an overall protocol title.
2. **Short title**: Provide a summarized identifier for the protocol (please note this phrasing will be prominently viewable on the protocol workspace).
3. **Summary of research**: Provide the lay summary of the protocol. This information should be written in a manner in which non-scientific committee members will understand the relevance to human or animal health, the advancement of scientific knowledge, and the contribution to society.
4. **Principal investigator**: This field is auto-populated with the PI of the research team.
5. **What is the intention of the animal protocol**: Select “Experimental Research” for all protocols.

Once all of these questions have been answered, select the **Save** button at the top of the page.
Jump To Menu

After saving, more options appear at the top of the page, including the Jump To Menu. This menu allows the user to easily navigate throughout the protocol pages.

Overall, many of the protocol pages are straightforward and are modeled after questions PIs will be quite familiar with.

This remainder of this document highlights a few key pages – namely the Experiments, Procedure Personnel Assignment, and Animal Justification pages – and provides details about them.
Experiments Page

The first key page is the **Experiments** page, where the procedures and substances will be incorporated.

To initiate experiments in the protocol, select the **Add** button located under question 1. This will open a pop-up window where the details of each experiment are provided.

Answer all required questions on the experiment pop-up window. Required fields are indicated by a red asterisk (*).

For experiment name, it is recommended to number the experiments to better arrange their display; this organization will also assist the IACUC reviewers.
The total numerical value of animals in question 4 and question 5 must match. Please note if a non-USDA species is used, select category C for question 5.

4. Total number of animals used in this experiment

5. Number of animals by category (if animal is non-USDA, list all animals in category C):
   - B: 0
   - C: 100
   - D: 0
   - E: 0

6. Provide scientific justification for how you determined the number of animals needed for this procedure/experiment/activity. For guidance see: Scientific Justification for the Number of Animals to be used in Research, Teaching or Testing (RD001).

After completing necessary questions on the Experiments pop-up, select the Ok button at the bottom of the page.

To add another experiment, select the Add button. Or if the experiment is similar, the previously created experiment may be copied and elements of the new experiment that are different can be edited.
Procedure Personnel Assignment

The second key page is the **Procedure Personnel Assignment** page, where the system lists procedures from the **Experiments** page and identifies individuals on the protocol who will perform the procedures.

By default, the system automatically lists all protocol team members as performing all procedures. To remove personnel from the list of team members performing any procedures, select the **Update** icon in the appropriate row, then uncheck the team members who will not be performing the given procedure.

Additionally, the **Procedure Personnel Assignment** page lists IACUC-relevant training for all protocol team members under Question 2. This information is not editable within the Click system. For information about required training, please visit the training page on the MSU Animal Care website [https://animalcare.msu.edu/](https://animalcare.msu.edu/).
Animal Justification Page

The third key page is the *Animal Justification* page.

After defining the number of animals within each experiment, the software lists the total animals by species and USDA category on this page. The sum in the *Animals Identified in Experiments* column for each species may be greater than the actual number of animals that will be used in the research.

Select the *Update* button to provide a value for the *Actual Animal Count* column for each species and USDA category.
For example, if the exact number of animals is correct as defined in experiments, click the Update button and enter the same value from the Animals Identified in Experiments column in the Adjusted Animal Count field.

Alternatively, if animals will be reused across experiments, click the Update button and enter a decreased value in the Adjusted Animal Count field. If your total animal count is different from your actual animal count, you will need to provide a written justification of this change within question 2.

Once questions 1 and 2 are complete, answer question 3 as Yes.

Submission – Protocol Workspace

Once the remaining pages on the protocol are completed, the protocol will be submitted to the IACUC Office for processing. From the protocol workspace, select the Submit activity along the left side menu.
A pop-up window will open with the PI attestation – by selecting the **Ok** button you are agreeing to these institutional and regulatory requirements.

After selecting the **Ok** button, the protocol moves to the Pre-Review workflow step and has been received by the IACUC 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).