

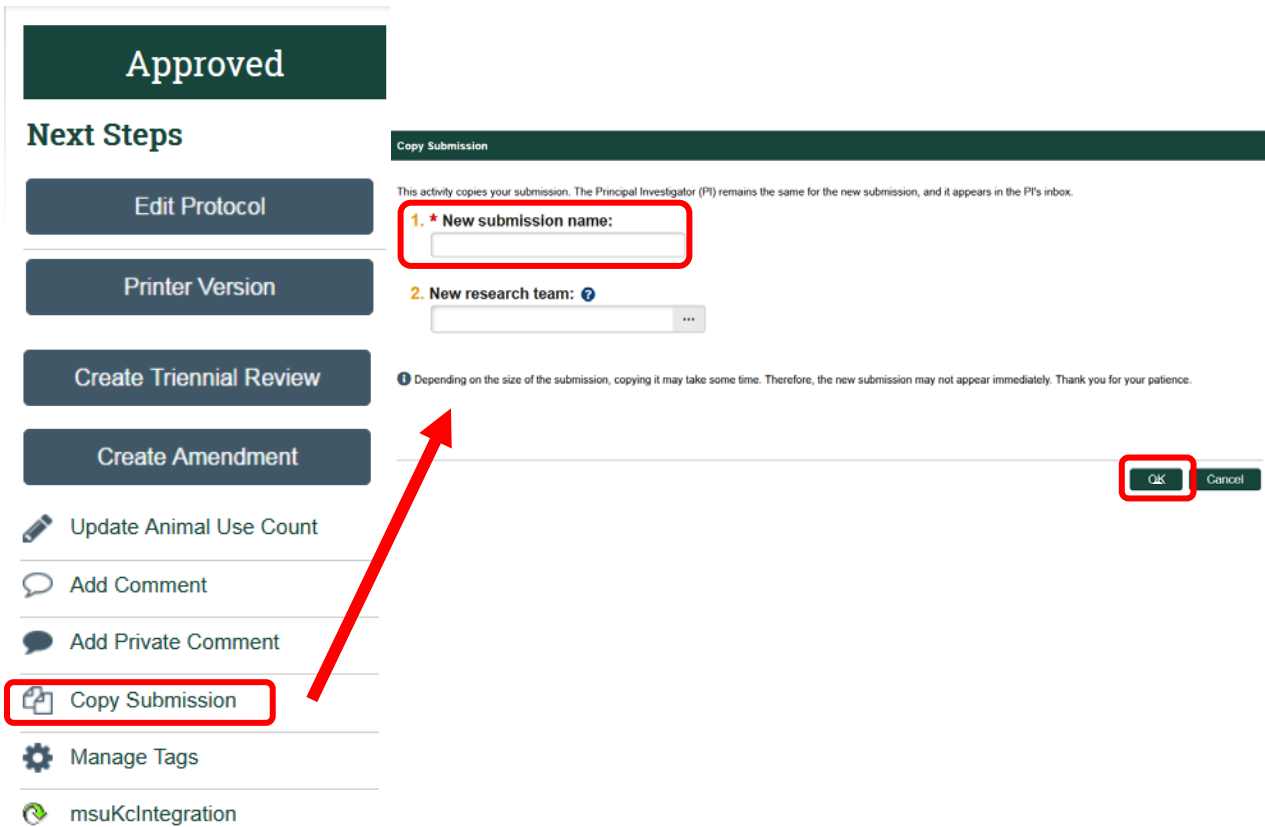
Click IACUC Protocol Management: Copy Submission Process

The objective of this quick guide is to help Principal Investigators and research teams manage their protocol through the copy submission process. This specifically applies to a protocol that requires renewal of ongoing or continuing research activities.

1. Copy Submission Activity.

To copy a protocol, select the **Copy Submission** activity along the left side of the protocol workspace:

A pop-up window displays and requires a new protocol name to be entered, then select the **Ok** button:



The screenshot displays the IACUC Protocol Management interface. On the left, a sidebar lists various activities under the heading "Next Steps". The "Copy Submission" activity is highlighted with a red box. A red arrow points from this box to the main workspace. The main workspace shows a "Copy Submission" pop-up window with the following elements:

- A dark green header bar with the text "Copy Submission".
- A sub-header: "This activity copies your submission. The Principal Investigator (PI) remains the same for the new submission, and it appears in the PI's inbox."
- Step 1: "1. * New submission name:" followed by a text input field, which is highlighted with a red box.
- Step 2: "2. New research team: ?" followed by a dropdown menu with a three-dot icon.
- A note: "Depending on the size of the submission, copying it may take some time. Therefore, the new submission may not appear immediately. Thank you for your patience."
- At the bottom right, there are two buttons: "OK" (highlighted with a red box) and "Cancel".



Click IACUC Protocol Management: Copy Submission Process

Once the protocol has been copied, a link will be available in the **History** tab of the original submission:

History Experiments Animal Counts Documents

Filter by ? Activity [v] Enter text to search

Activity

Submission Copied
New Copy: PROTO202400143 Demonstration Protocol #2

The copied protocol is available for editing in the Pre-Submission state.

Pre-Submission

PROTO202400143

Demonstration Protocol #2

Principal investigator: Monique Bauer

Primary contact:
IACUC coordinator:
Admin office: IACUC

Edit Protocol
Printer Version

- Submit
- Assign Admin Office
- Assign Coordinator
- Assign Primary Contact
- Assign PI Proxy
- Manage Guest List
- Manage Ancillary Reviews
- Manage Departures

Pre-Submission

Pre-Review

IACUC Review

Clarification Requested

Clarification Requested



Click IACUC Protocol Management: Copy Submission Process

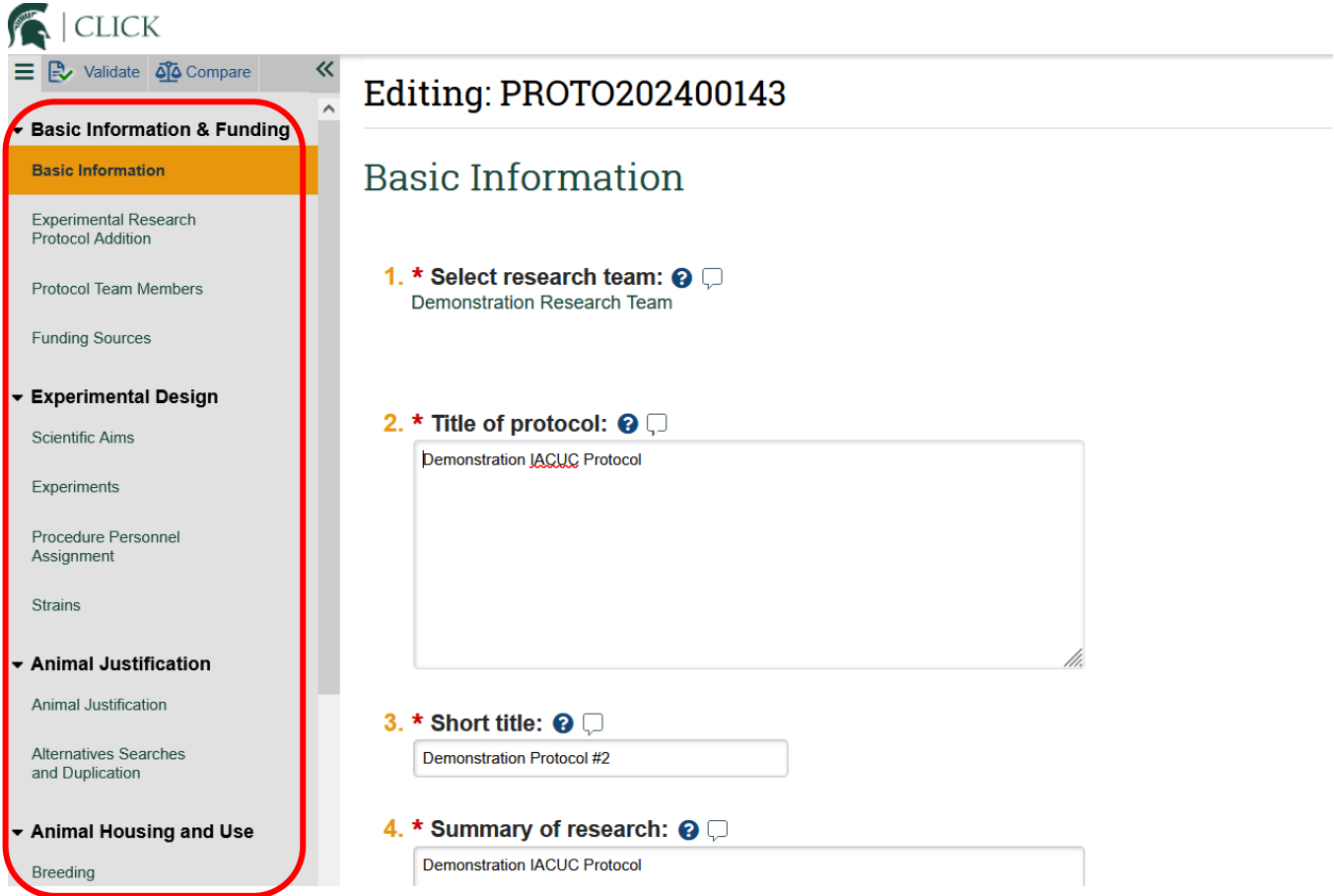
2. Key areas for review within new submission.

If a Principal Investigator copies their existing submission at the three-year expiration, please review the entire protocol before submitting. Listed below are key areas for attention and if not updated could prolong the review process. Each bullet point provides considerations for the indicated protocol page:

- **Protocol Team Members**
 - **Q1.** Verify all listed personnel are still involved in the project and information is current.
- **Funding Sources**
 - **Q1.** Ensure all external funding is still active.
- **Scientific Aims of Animal Use**
 - **Q1.** If the study involves the potential for pain and distress (relieved or unrelieved), a new veterinary consult is required.
- **Experiments**
 - **Q1.** If experiments have been completed, please remove. For new experiments, procedures that have already been created are available for selection from the team library. For experiments that are continuing or have not been completed, consider the following:
 - **Q6.** Ensure all procedures are the current active version. If it says “archived” a newer version should be selected.
 - **Q7-8.** Adjust and justify the number of animals that are needed for the next 3 years.
 - **Q2.** If an animal will undergo more than one major survival surgery, provide accurate information about the timing/sequence of surgeries.
- **Animal Justification and Number Summary**
 - **Q1.** This section automatically populates based on numbers identified in experiments. Please confirm that ‘Actual Animal Count’ is correct. These values should include reconciliation of animal reuse and/or breeding if applicable.
 - **Q2.** Explain the difference, if any, between ‘Animals Identified in Experiments’ and ‘Actual Animal Count’.
- **Breeding** (if applicable)
 - **Q3.** Include these numbers (breeders and bred but not used) in the ‘Actual Animal Count’ as described above.

A reminder to use the **File Menu** to navigate between protocol pages.

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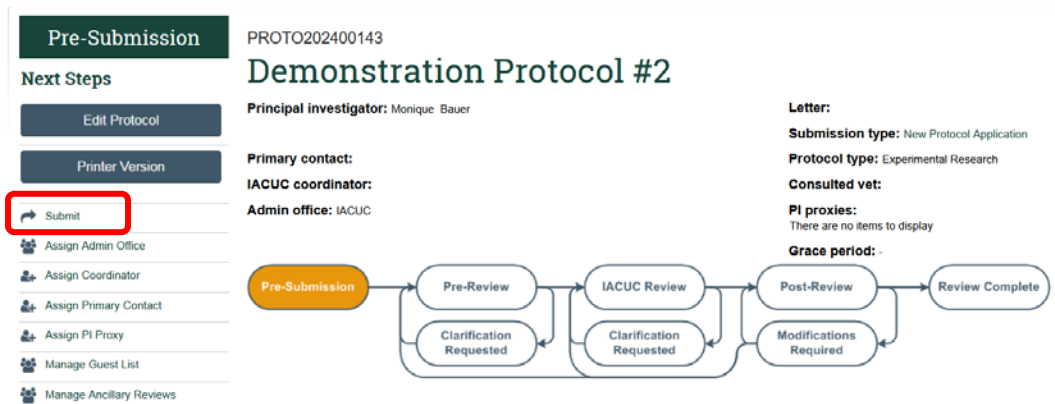
Editing: PROTO202400143

Basic Information

- * Select research team:** ?
Demonstration Research Team
- * Title of protocol:** ?
Demonstration IACUC Protocol
- * Short title:** ?
Demonstration Protocol #2
- * Summary of research:** ?
Demonstration IACUC Protocol

3. Protocol Submission.

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



Pre-Submission PROTO202400143

Demonstration Protocol #2

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: -

Next Steps:

- Edit Protocol
- Printer Version
- Submit**
- Assign Admin Office
- Assign Coordinator
- Assign Primary Contact
- Assign PI Proxy
- Manage Guest List
- Manage Ancillary Reviews

Flowchart: Pre-Submission → Pre-Review (Clarification Requested) → IACUC Review (Clarification Requested) → Post-Review (Modifications Required) → Review Complete



Click IACUC Protocol Management: Copy Submission Process

Then, the Principal Investigator attestation window will appear for verification, review and 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:

Add

Document Name	Date Modified
There are no items to display	

Ok **Cancel**

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).