

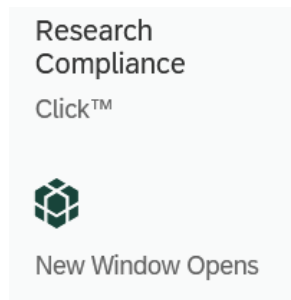


## IACUC: Updating Experiments and Procedures

The objective of this Quick Guide is to help Principal Investigators update Procedures and Experiments within the Click IACUC module.

### 1. Login to Click System.

Access to Click is available through EBS: <http://ebs.msu.edu/>.



Access to various Click modules is also available via:

<https://orrs.msu.edu/click/index.html>

**Example:** Access the Click IACUC module via selection of the IACUC tile:



Click IACUC Login  
Manage IACUC Submissions [Login](#)

After login, you will arrive at the ***Dashboard/My Inbox*** page.

## IACUC: Updating Experiments and Procedures

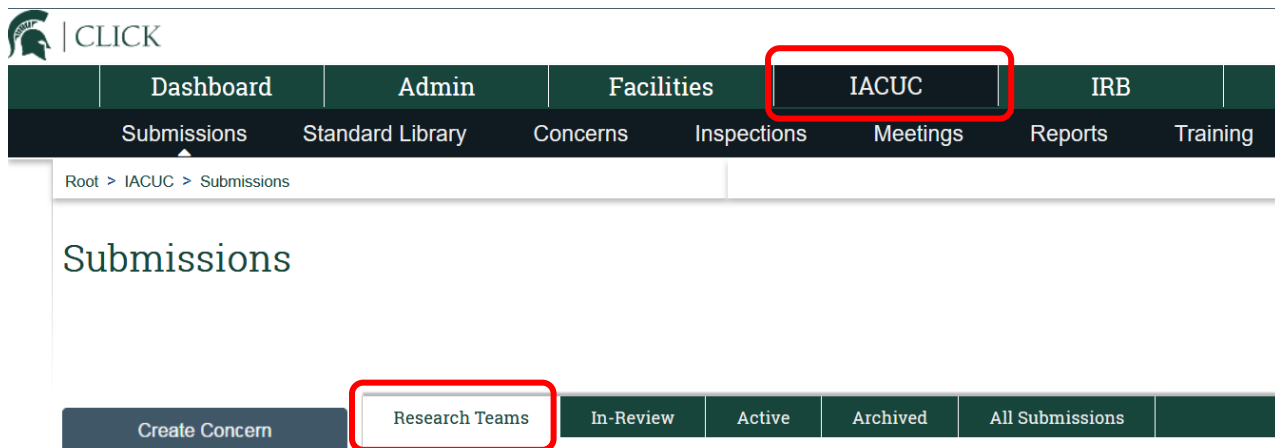
### 2. How to Update Procedures.

Within your **Research Team**, procedures can be updated by creating a new procedure or versioning an existing procedure.

**Note:** creating a new procedure or versioning an existing procedure should be done prior to creating a new experiment or editing an existing experiment.

- To create a procedure:

Start at the **Research Team** (select the IACUC tab located at the top of the page).

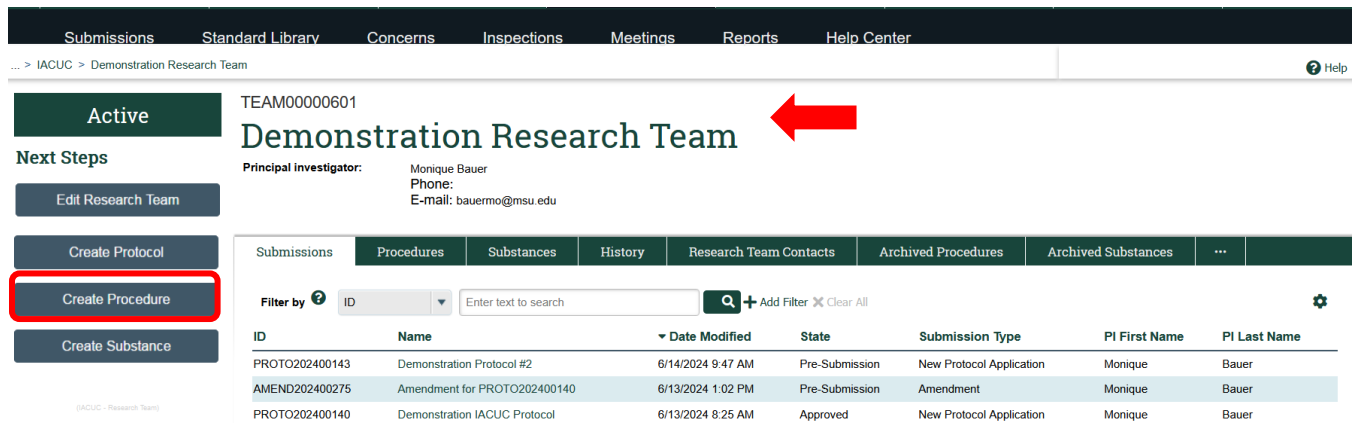


Root > IACUC > Submissions

Submissions

Create Concern   **Research Teams**   In-Review   Active   Archived   All Submissions

Select the **Create Procedure** button along the left side and answer all of the required questions on each page.



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

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

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	6/14/2024 9:47 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

## IACUC: Updating Experiments and Procedures

- To version a procedure:

Start at the **Research Team**. Select the **Procedure** tab in the middle of the workspace. Identify the procedure that requires versioning. Use the filter or wildcard (%) to locate. Select this procedure.

... > IACUC > Demonstration Research Team Help

**Active**

Next Steps

Edit Research Team

Create Protocol

Create Procedure

Create Substance

TEAM00000601

### Demonstration Research Team

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

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

Filter by Name %Demonstration + Add Filter × Clear All

Name	Execute Activity	Date Modified	State	Version	Species	Procedure Type	Scope
Demonstration Procedure - Anesthesia	Actions	6/14/2024 12:53 PM	Active	1	Rat	Substance Administration	Team
Demonstration Test Procedure	Actions	6/12/2024 12:54 PM	Active	1	Rat	Special Diet	Team
<b>Demonstration Procedure</b>	Actions	6/14/2024 12:26 PM	Active	1	Mouse	Special Diet	Team

On the **Procedure** workspace, select the **Create a New Version** activity along the left side.

... > IACUC > Demonstration Research Team > Demonstration Procedure

**Active**

Next Steps

Edit Procedure

Printer Version

**Create New Version**

Add Comment

Promote Procedure

Copy Procedure

Archive Procedure

PROC00013119

### Demonstration Procedure

Procedure type: Special Diet  
Procedure scope: Team  
Species: Mouse  
Version: 1

History **Documents** Related Protocols Related Procedures Versions

Filter by Activity Enter text to search + Add Filter × Clear All

Activity	Author	Activity Date
Procedure Created	Bauer, Monique	6/14/2024 12:25 PM

A new window will appear, select the checkbox for **Question 1**, add a comment if required, and then select the **Ok** button.



# IACUC: Updating Experiments and Procedures

## Create New Version

This activity creates a new version of this procedure. The older version will be archived, meaning it can no longer be selected in protocol experiments. The older procedure must be replaced in any active protocol referencing it before the next triennial review can be submitted.

1. \* Confirm creation of a new version of this procedure: (The current version will be archived. It can no longer be selected in experiments and must be updated in existing protocols.)  Yes  No [Clear](#)

### 2. Comments:

### 3. Supporting documents:

Document Name	Date Modified
There are no items to display	

The system will take a moment to execute this activity. From the workspace select the new procedure link:

... > IACUC > Demonstration Research Team > Demonstration Procedure

Active

PROC00013122

## Demonstration Procedure

Procedure type: Special Diet

Procedure scope: Team

Species: Mouse

Version: 2

Edit Procedure

Printer Version

- Create New Version
- Add Comment
- Promote Procedure
- Copy Procedure
- Archive Procedure

History
Documents
Related Protocols
Related Procedures
Versions

Filter by 
Activity 
Enter text to search 
 + Add Filter Clear All

Activity	Author	Activity Date
Procedure Created New version of: PROC00013119 Demonstration Procedure	Bauer, Monique	6/17/2024 10:26 AM



## IACUC: Updating Experiments and Procedures

From the new procedure version, select the **Edit Procedure** button along the left side and make any updates to the procedure within the questions, then **Save**.

... > IACUC > Demonstration Research Team > Demonstration Procedure

**Active**

PROC00013122

# Demonstration Procedure

Procedure type:	Special Diet
Procedure scope:	Team
Species:	Mouse
Version:	2

**Next Steps**

Edit Procedure

Printer Version

Return to your **Research Team** and navigate to the submission that requires updating (Section 3).



# IACUC: Updating Experiments and Procedures

## 3. Select Existing Submission.

From either *Dashboard/My Inbox* upon login...:

CLICK Hello, Monique Bauer

Dashboard Admin Facilities IACUC IRB AOPS Safety

Page for Monique Marie Bauer Components Help

---

My Inbox Assignments In Process

**My Inbox**

Filter by ? Name ▼ %Demonstration 🔍 + Add Filter ✕ Clear All ⚙️

ID	Name	Date Created	Date Modified	State	Coordinator	PI Last Name
PROTO202400139	Demonstration - Test Protocol	6/12/2024 9:12 AM	6/12/2024 9:12 AM	Pre-Submission		Bauer
PROTO202400143	Demonstration Protocol #2	6/13/2024 2:59 PM	6/14/2024 9:47 AM	Pre-Submission		Bauer

Or from your *Research Team*...:

CLICK Hello, Monique Bauer

Dashboard Admin Facilities IACUC IRB AOPS Safety

Submissions Standard Library Concerns Inspections Meetings Reports Help Center

... > IACUC > Demonstration Research Team Help

Active TEAM00000601

### Demonstration Research Team

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

Edit Research Team

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

Create Procedure

Create Substance

Filter by ? ID ▼ Enter text to search 🔍 + Add Filter ✕ Clear All ⚙️

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
PROTO202400143	Demonstration Protocol #2	6/14/2024 9:47 AM	Pre-Submission	New Protocol Application	Monique	Bauer
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PROTO202400140	Demonstration IACUC Protocol	6/13/2024 8:25 AM	Approved	New Protocol Application	Monique	Bauer



## IACUC: Updating Experiments and Procedures

### 4. Edit the Submission.

Select the **Edit Protocol** or **Edit Amendment** button from the workspace. Example below demonstrates the amendment workspace; identical steps are followed for protocol submissions.

**Pre-Submission**

**Next Steps**

- Edit Amendment
- Printer Version
- Submit
- Assign Coordinator
- Manage Ancillary Reviews
- Manage Departures
- Add Comment
- Discard

AMEND202400275

## Amendment for PROTO202400140

**Principal investigator:** Monique Bauer

**Primary contact:**

**IACUC coordinator:**

**Admin office:** IACUC

**Letter:**

**Submission type:** Amendment

**Protocol type:** Experimental Research

**Consulted vet:**

**PI proxies:**  
There are no items to display

**Grace period:** -

For an amendment, after completing the required questions, select **Save** and then **Continue** to enter the amendment information into the protocol pages.

Hello, Monique Bauer

Validate Compare
Editing: AMEND202400275
Go to forms menu Print Icons Help

- Amendment
- Amendment Summary
- Amendment Details

### Amendment Summary

Only one amendment can be active at one time.

**Active follow-on submissions for this protocol:**

ID	Name	Date Modified	State
There are no items to display			

1. \* Amendment short title:

2. \* Select all of the applicable categories for this amendment:

Category	Description
<input checked="" type="checkbox"/> Change in personnel	All personnel must be listed and complete all required training before approval is granted. Please assign personnel to procedures on the Procedure Personnel Assignment page and update question #2 of the Disposition page as applicable.
<input type="checkbox"/> Change in title and/or funding source	If you change your title and/or funding source, you must update question #2 on the Animal Number Summary page.

\* Exit

Save
Continue →



## IACUC: Updating Experiments and Procedures

Use the **File Menu** to navigate between the protocol pages and update information as required.



CLICK



Validate



Compare



Editing: AMEND202400275

### Basic Information & Funding

#### Basic Information

Experimental Research  
Protocol Addition

Protocol Team Members

Funding Sources

#### Experimental Design

Scientific Aims

Experiments

Procedure Personnel  
Assignment

Strains

#### Animal Justification

Animal Justification

Alternatives Searches  
and Duplication

## Basic Information

1. \* **Select research team:** ?  
Demonstration Research Team

2. \* **Title of protocol:** ?

Demonstration IACUC Protocol

3. \* **Short title:** ?

Demonstration IACUC Protocol





## IACUC: Updating Experiments and Procedures

### 5. How to Update Experiments.

Use the **File Menu** to navigate to the **Experiments** page.

CLICK

Validate Compare

### Editing: AMEND202400275

## Basic Information

- \* Select research team:** Demonstration Research Team
- \* Title of protocol:**   
Demonstration IACUC Protocol
- \* Short title:**   
Demonstration IACUC Protocol



## IACUC: Updating Experiments and Procedures

On the Experiment page, select the **Experiment** that requires updating:

### Experiments

**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:

Name	Species	Is USDA	Total	Pain Category	Procedures	
<b>Mouse Experiment</b>	Mouse	no	5	B: 0, C: 5, D: 0, E: 0	<ul style="list-style-type: none"> <li>✓ Blood, Tail Prick (Standard - Sample Collection (Non-Surgical))</li> <li>✓ Isoflurane (Anesthesia) (Standard - Substance Administration)</li> </ul>	Copy
Rat Experiment	Rat	no	10	B: 0, C: 10, D: 0, E: 0	<ul style="list-style-type: none"> <li>✓ CO2 (Standard - Euthanasia)</li> </ul>	Copy

After selecting the **Experiment** that requires updating, a separate window (slide-in window) will appear. There are 15 questions on each experiment and once the separate window is opened all questions can be edited.

Editing: AMEND2

### Experiments

**Important!** Make sure  
If the procedure is not

1. \* Define the experime

+ Add

Name	Specie
<b>Mouse Experiment</b>	Mous

#### Edit Experiment

1. Display order:
2. \* Experiment name:
3. \* Species:   
Mouse
4. \* Explain the design of the research or teaching activity and sequence and frequency of procedures.  
Your target audience is an external inspector and/or faculty member from a discipline that may be unrelated to yours.

To add/delete procedures within an experiment, scroll to **Question 6**.



## IACUC: Updating Experiments and Procedures

### 6. Select procedures: ?

Name	Type	Version	State	Scope
✓ Blood, Tail Prick	Sample Collection (Non-Surgical)	1	Active	Standard <input checked="" type="checkbox"/>
✓ Isoflurane (Anesthesia)	Substance Administration	1	Active	Standard <input checked="" type="checkbox"/>

- To delete a procedure: Select the “x” to remove a procedure from the question:

Name	Type	Version	State	Scope
✓ Blood, Tail Prick	Sample Collection (Non-Surgical)	1	Active	Standard <input checked="" type="checkbox"/>
✓ Isoflurane (Anesthesia)	Substance Administration	1	Active	Standard <input checked="" type="checkbox"/>

- To add a procedure: Select the ellipsis and the procedure listing for the species will present in a new window. Then, use the filter feature to locate a procedure, select the checkbox, and select **Ok**:

### 6. Select procedures: ?



#### Select One or More Procedure Projects

Filter by Name    Advanced

1-3 of 3

Name	Type	Version	Species	Scope
<input checked="" type="checkbox"/> CO2	Euthanasia	3	Mouse	Standard
<input type="checkbox"/> CO2 exposure for neonates	Substance Administration	3	Mouse	Standard
<input type="checkbox"/> Neonatal CO2 exposure and Decapitation	Euthanasia	3	Mouse	Standard



## IACUC: Updating Experiments and Procedures

### 6. Select procedures: ?

Name	Type	Version	State	Scope	
✓ Blood, Tail Prick	Sample Collection (Non-Surgical)	1	Active	Standard	✕
✓ Isoflurane (Anesthesia)	Substance Administration	1	Active	Standard	✕
✓ CO2	Euthanasia	3	Active	Standard	✕

After editing questions within the **Experiment** window, scroll to the bottom of the window and select the **Ok** button.

At the bottom of the **Experiments** page, select the **Save** button.

## Experiments

**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:

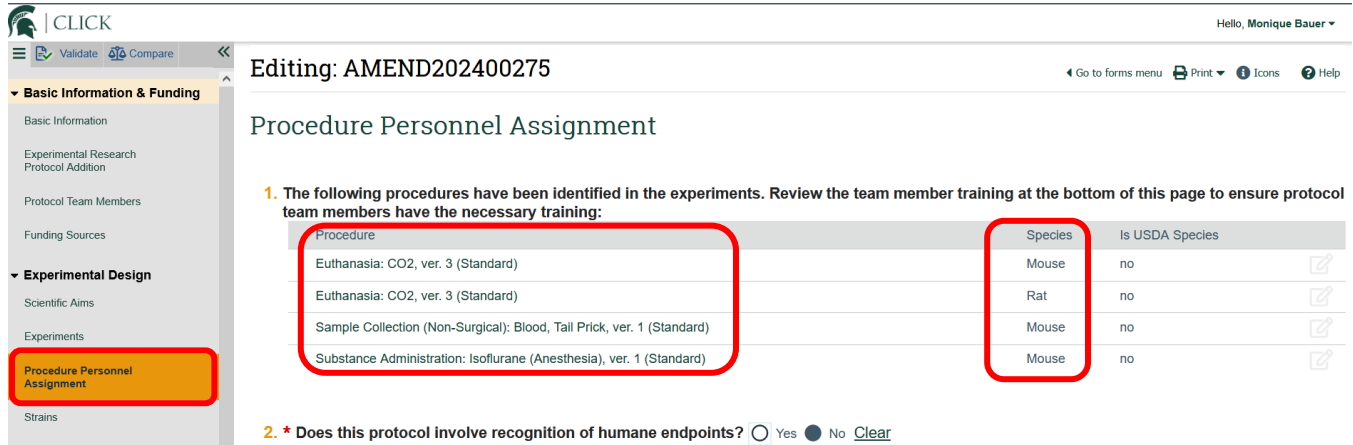
Name	Species	Is USDA	Total	Pain Category	Procedures	
Mouse Experiment	Mouse	no	5	B: 0, C: 5, D: 0, E: 0	<ul style="list-style-type: none"> <li>✓ CO2 (Standard - Euthanasia)</li> <li>✓ Blood, Tail Prick (Standard - Sample Collection (Non-Surgical))</li> <li>✓ Isoflurane (Anesthesia) (Standard - Substance Administration)</li> </ul>	<input type="button" value="Copy"/> <input type="button" value="✕"/>
Rat Experiment	Rat	no	10	B: 0, C: 10, D: 0, E: 0	<ul style="list-style-type: none"> <li>✓ CO2 (Standard - Euthanasia)</li> </ul>	<input type="button" value="Copy"/> <input type="button" value="✕"/>

### 2. If the experiments include survival surgery, will any single animal undergo more than one survival surgery? (include any animal that underwent surgery prior to use on this protocol)

Yes  No [Clear](#)

## IACUC: Updating Experiments and Procedures

Using the **File Menu**, go to the **Procedure Personnel Assignment** page. Review/confirm listed procedures associated with each experiment/species.



Editing: AMEND202400275

### Procedure Personnel Assignment

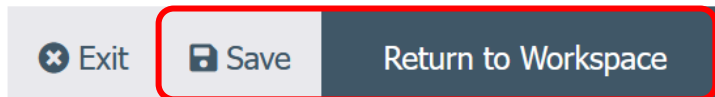
1. The following procedures have been identified in the experiments. Review the team member training at the bottom of this page to ensure protocol team members have the necessary training:

Procedure	Species	Is USDA Species
Euthanasia: CO2, ver. 3 (Standard)	Mouse	no
Euthanasia: CO2, ver. 3 (Standard)	Rat	no
Sample Collection (Non-Surgical): Blood, Tail Prick, ver. 1 (Standard)	Mouse	no
Substance Administration: Isoflurane (Anesthesia), ver. 1 (Standard)	Mouse	no

2. \* Does this protocol involve recognition of humane endpoints?  Yes  No [Clear](#)

### 6. Submit the Protocol or Amendment.

After all updates have been completed, select **Save** and **Return to Workspace** and return to the submission workspace.



From the workspace, select **Submit** along the left side to send the submission to the IACUC office. The example below demonstrates the amendment workspace; identical steps are followed for protocol submissions.



... > IACUC > Demonstration Research Team > Demonstration IACUC Protocol > Amendment for PROTO202400140

**Pre-Submission** AMEND202400275

### Amendment for PROTO202400140

**Principal investigator:** Monique Bauer

**Primary contact:**

**IACUC coordinator:**

**Admin office:** IACUC

**Letter:**

**Submission type:** Amendment

**Protocol type:** Experimental Research

**Consulted vet:**

**PI proxies:**  
There are no items to display

**Grace period:** -

**Next Steps:**

- Edit Amendment
- Printer Version
- Submit**
- Assign Coordinator
- Manage Ancillary Reviews
- Manage Departures
- Add Comment
- Discard

**Flowchart:**

```

    graph LR
      A[Pre-Submission] --> B[Pre-Review]
      B --> C[IACUC Review]
      C --> D[Post-Review]
      D --> E[Review Complete]
      B --> B1[Clarification Requested]
      B1 --> B
      C --> C1[Clarification Requested]
      C1 --> C
      D --> D1[Modifications Required]
      D1 --> D
  
```



## IACUC: Updating Experiments and Procedures

The PI attestation window will appear for verification; after reviewing, 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 if 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:** ?

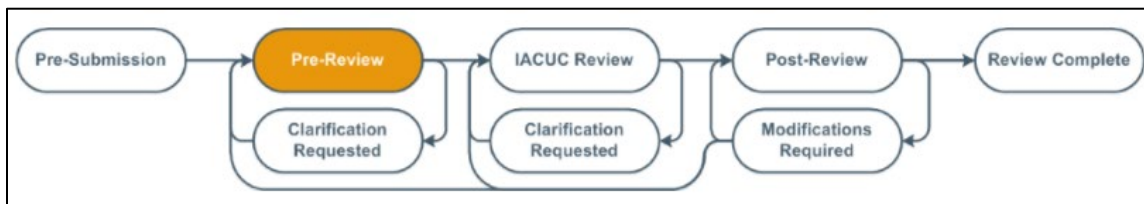
**2. Supporting documents:** ?

+ Add

Document Name	Date Modified
There are no items to display	

OK
Cancel

The submission 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](mailto:iacuc@msu.edu), 517-432-8103) or the Click Help Desk ([clickhelpdesk@msu.edu](mailto:clickhelpdesk@msu.edu), 517-355-2000).