QUICK GUIDE
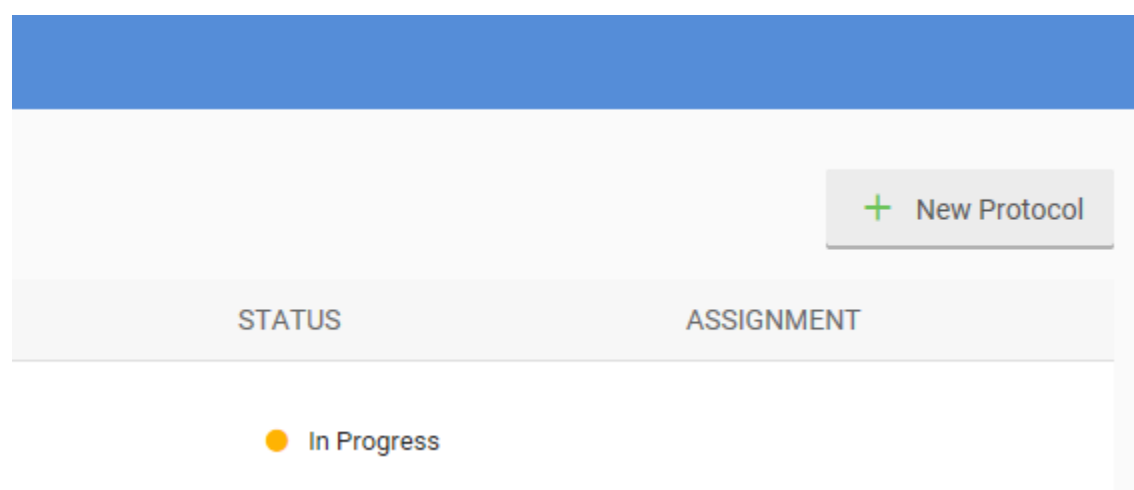## How to create an IACUC protocol

1. LOG IN: Go to https://umass.kuali.co/dashboard and log in using your NetID and Password.

2. Select **Switch Apps** on the lower left margin (the icon has 9 dots).

3. Click **Protocols.**

**Kuali Research**
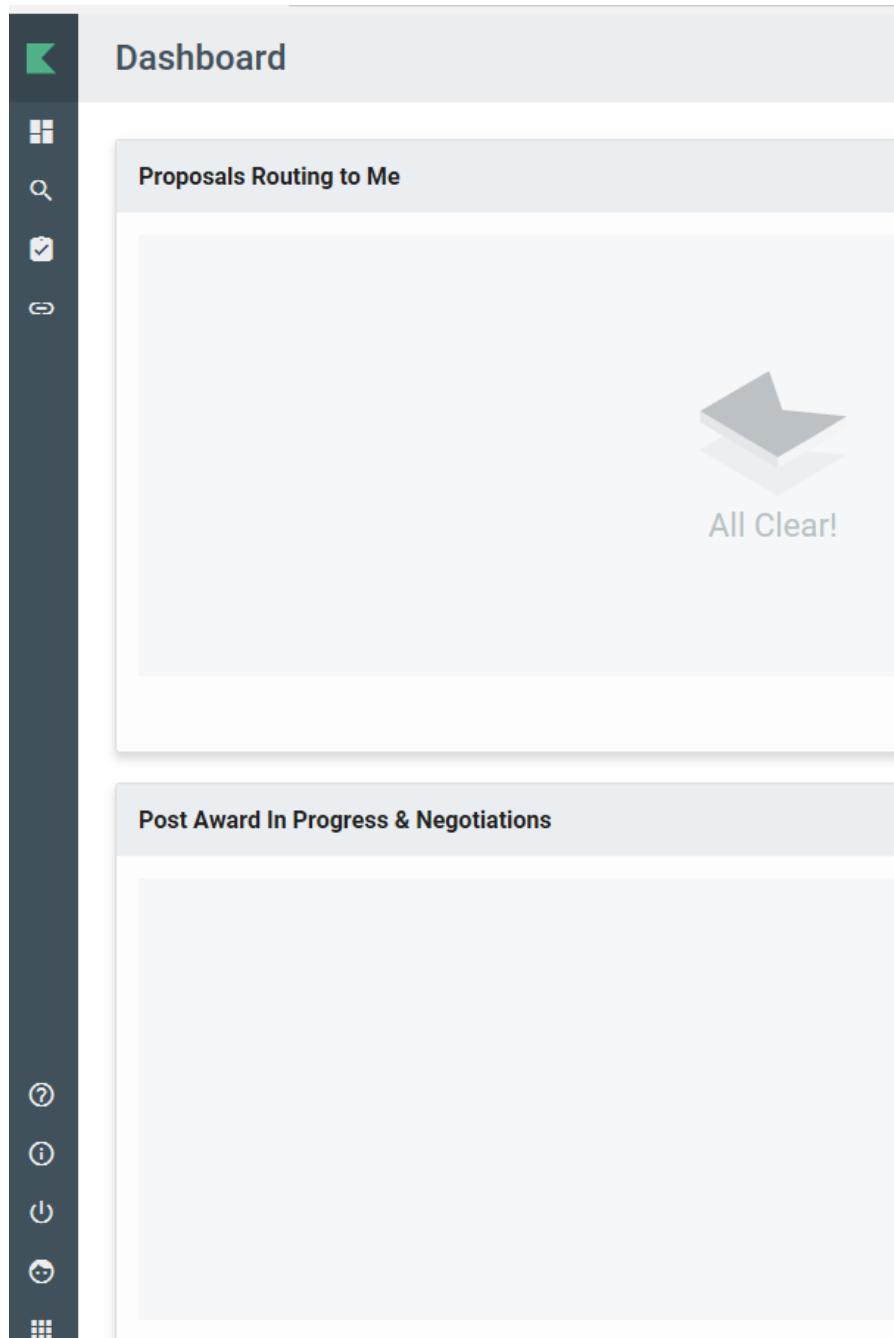
Research Home	Conflict of Interest	Protocols
Users	Groups	
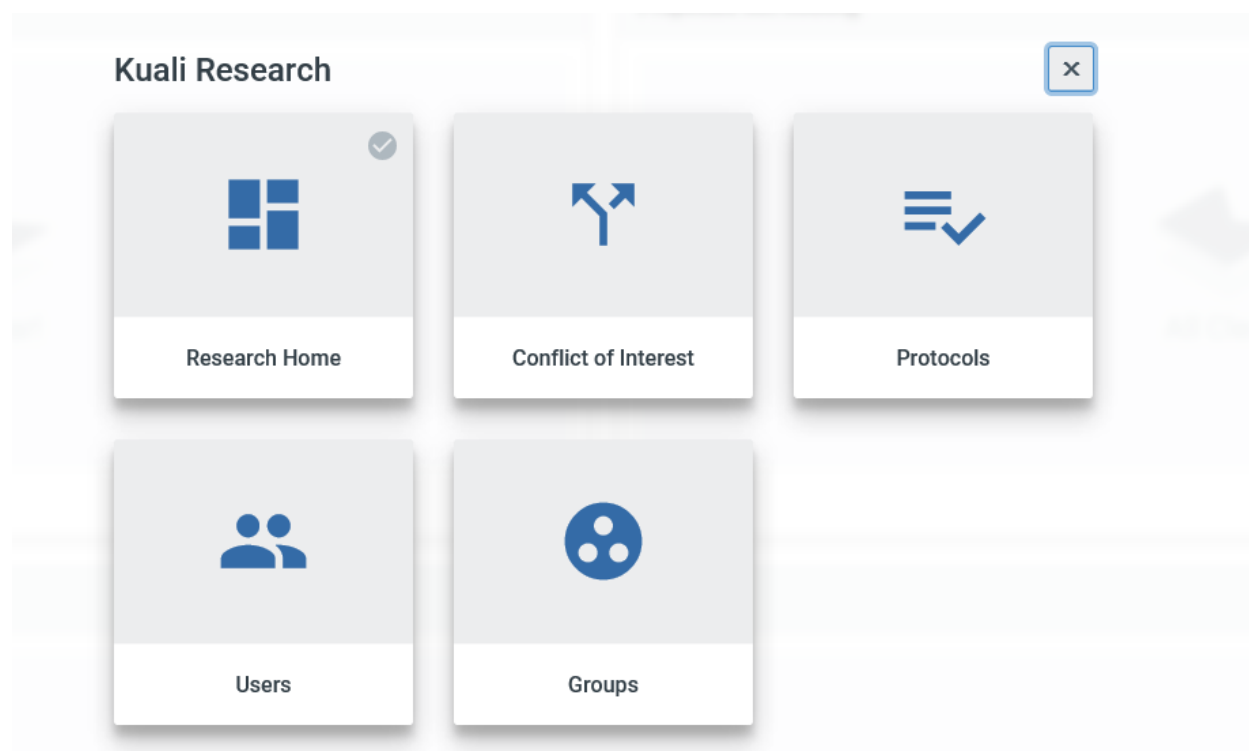
4. Click **+ New Protocol** in the upper right of screen. Then select **IACUC**.

+ New Protocol

STATUS   ASSIGNMENT

🟡 In Progress

5. Type in your name in the **Principal Investigator** field; your name will populate from a drop-down list. Select your department in the **Lead Unit** field. Type in your protocol title, then click **Next** in the upper right-hand corner.
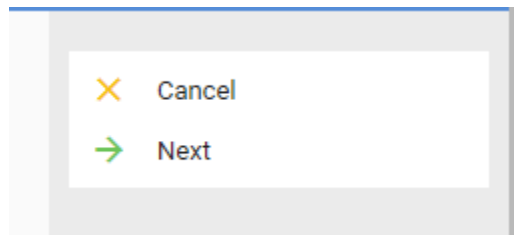
6. You will then need to describe your protocol and answer if your protocol contains category D or E procedures.

7. The screen you see next will look like this:

You will already be listed in the People section because you are the PI, however, you must click the Pencil icon to add information and answer additional questions about yourself. If you forget to do this, it will not let you submit your protocol. Here is what it looks like when you click the Pencil:

Person

Miller, Alison M ⊗

Title

Email Address

amiller@research.umass.edu

Phone

413-545-5204

Department

Dept: 4-H Youth Family De...   ⌄

Animal Models?
Working with animal models?

○ Yes

○ No

Roles on the Project

(Examples: Anesthesia, Ear Punch, Data Collection, Surgery, etc.)

Describe experience related to this specific protocol.

Scroll for more
⌄

✕ Cancel   ✓ Done

As you can see, you need to check whether or not you are Working with animal models and then describe your Role and Experience.

8. Next you will be able to add additional personnel if there are others you want to list on the protocol.

Other Personnel (Students/External)

|	PERSONNEL	EMAIL	RESEARCHER ROLE	ROLE ON THE PROJECT	TRAINING DETAILS
+ Add Info					

Emergency Contacts

	NAME	PHONE NUMBER	CEL NUMBER
+ Add Info			

You do this by clicking **+Add Line or +Add Info**

Both tabs do the same function.

The **Columns** tab will then organize what information you can see on the page.

9. The form continues to save as you add information and advances to the next section as you complete sections. On the left side of the screen you will see the different sections of the form and a green check will appear next to sections that are complete:

Jump to...
- General Information ✓
- People
- General Questionnaire ✓
- Species
- Are You Using?
- Funding
- Rationale
- Procedure Relationships
- Procedures
- Husbandry
- Euthanasia
- Attachments ✓
- Guidelines
- Certification

General Questionnaire

Description (Objective of Research)

I

Does this protocol include pain category D or E?
Description of pain categories:
B: Animals being bred, conditioned, or held for use in teaching, testing, experiments, or surgery, but not yet used for such purposes (i.e. breeding colonies)
C: No pain/distress and no use of pain-relieving drugs (routine procedures, e.g., injections and blood sampling)
D: Pain/distress for which appropriate anesthetic, analgesic, or tranquilizing drugs are used.
E: Pain/distress for which the use of appropriate anesthetic, analgesic, or tranquilizing drugs are withheld due to adverse effects on procedures, results or interpretations.

○ Yes

◉ No

Species

Resources: IACUC Website
This is a mandatory section. You must add at least 1 species to continue. Separate procedural information must be included for each species to be used.

Highlighted species cannot be deleted unless their associated procedure is deleted from the Protocol Information Procedures Section.

Species

👁 Columns   + Add Line

The description and the pain category question you already answered are here and then Species is next.

10. Click **+Add Line** to add Species. You will be able to select from a drop-down, or if your species is not listed you can select Other. You will need to complete information about your selection.

11. Continue through the form to answer YES/NO questions. Depending on your answer this may prompt further information that is needed. This is generally self-explanatory and uses a similar system of **+Add Line or +Add Info** as described previously.

12. Some of the sections may ask personnel responsible for, or working with, this substance or procedure.

When you click **+Add Line** there will then be an arrow, you must click the arrow and there will be a drop-down list. Only Personnel listed on the protocol can be selected.

13. Additionally, throughout the protocol there may be guidelines that you will need to read and agree to. They will look similar to this:

You must click **+Add Line or +Add Info.** This will open up the guideline which you must read, check the box that you agree, and click Done

It will look similar to this:

Add ×

Animal Biosafety Level

The Animal Biosafety Level 2 Criteria (ABSL-2) has been read and understood.
http:/www.cdc.gov/od/ohs/biosfty/bmbl4/bmbl4s4.htm#Animal%20Biosafety%20Level%202%20(ABSL-2)

Cages that contain ABSL-2 will be clearly marked and infectious agents administered to the animals will be readily identifiable by LAR and Research Technicians.

All work will be performed in designated hoods and animals will be housed in a designated ABSL-2 room, unless approved by the Veterinarian and Environmental Health and Safety representative.

Gloves will be changed after handling infected animals and prior to touching common use areas (door handles).

Outside of cages will be sprayed with MB-b (chlorine dioxide) prior to placing animals back on the cage racks.

Any spills or contamination with infectious agents will be immediately disinfected with MB-10 or bleach, and the LAR manager will be notified of the incident.

Any instruments (scales, surgical equipment, etc.) coining into contact with infected animals will be disinfected with MB-10.

Euthanized mice will be placed in a red biohazard bag that will be taped shut. The bag will be placed in the freezer located in Dirty-Side Cage Wash. The C02 euthanasia chambers will be disinfected with MB-10.

Empty used cages will be retained as a closed assembled unit and will be placed in a red biohazard bag and taped shut. The bag with cages will be placed in the Dirty-Side Cage Wash area.
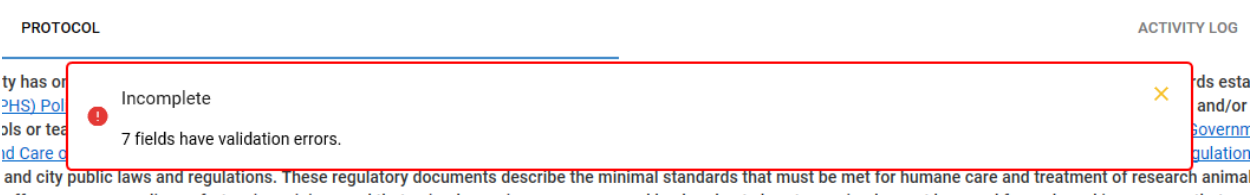
☐ I agree to the guidelines listed above

✕ Cancel   ✓ Done

14. Once you feel you have completed the protocol, click **Submit** in the upper right-hand corner of the page.
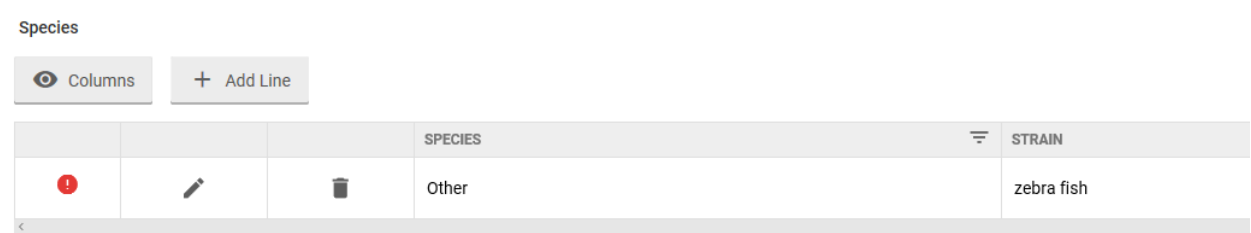
📎 Admin Attachments

❌ Abandon

⬆ Submit

🖨 Print
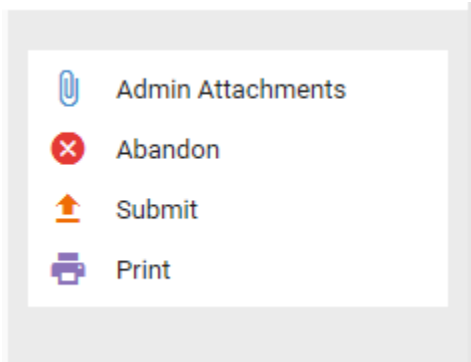
15. If you have not completed areas of the form which are required you will get something that looks similar to this:

PROTOCOL   ACTIVITY LOG

ty has or   rds esta
HS) Pol   ⚠ Incomplete   ✕   and/or
ls or tea   overnm
d Care o   7 fields have validation errors.   gulation
and city public laws and regulations. These regulatory documents describe the minimal standards that must be met for humane care and treatment of research animal

Scroll through the form to find the fields that need further completion.

16. For example you may see that species has a red ! next to it. Click the Pencil icon to open the box to see what is missing.

Species

👁 Columns   ➕ Add Line

			SPECIES		STRAIN
❗	✏	🗑	Other		zebra fish

Species

Other ▼

If you are only using 1 strain, please indicate the strain name in the box below. If you are using more than 1 strain, please use the Add feature to attach the strain list in the Attachments section of Protocol Information. Please include the following information in the strain list: the name of the species, the name of the strain, and a description of the strain phenotype (if any).

zebra fish

Do any of the animals have a phenotype that would affect the health of the animal?

◯ Yes

◯ No

🛇 **Required**

Animal Sex

▼

🛇 **Required**

Age Range

🛇 **Required**

Weight Range

🛇 **Required**

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17. Complete the missing information.

18. Click Submit.

19. Once your protocol has been submitted you will receive an email that it was submitted. The top of your form will look similar to this:

With the status and date that it was submitted.