



# **User's Quick Reference Guide Institutional Animal Care and Use Committee Institutional Animal Care Program**

**To Submit:  
New Application to Use Animal Form (AUA)  
Renewal of Existing AUA  
Annual Review Form  
Modification Form  
Training Documentation Form  
IACUC Review**



**University of Nebraska-Lincoln  
Institutional Animal Care Program  
110 Mussehl Hall  
Lincoln, NE 68583  
472-4486**

**<http://research.unl.edu/orr/iacp.shtml>**

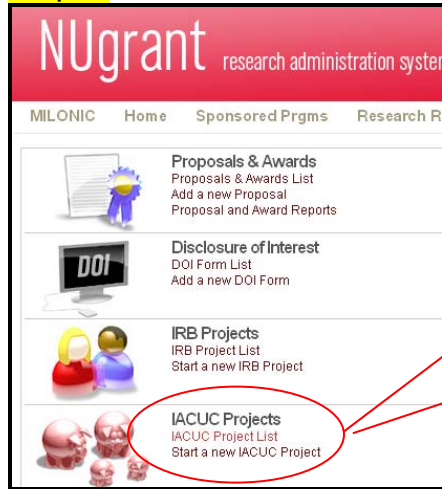
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## TO START OR RENEW A PROTOCOL:

Login to NUgrant, at <https://nugrant.unl.edu> using Blackboard user name and password.

### Step 1:



### Step 1:

Click on “IACUC Project List” to duplicate and update an existing approved Application to Use Animals Form (AUAUF).

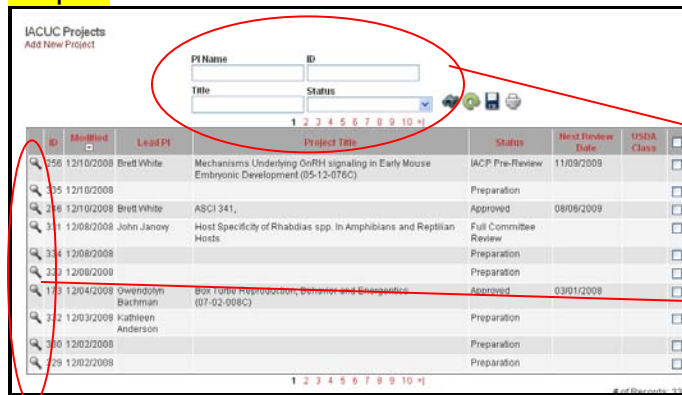
a. Go to Step 2.

Click on “Start a new IACUC Project” to create an Application to Use Animals Form (AUAUF).

a. Opens to the AUAUF

**\*\*A duplicated AUAUF should be reviewed for accuracy\*\***

### Step 2:



### Step 2:

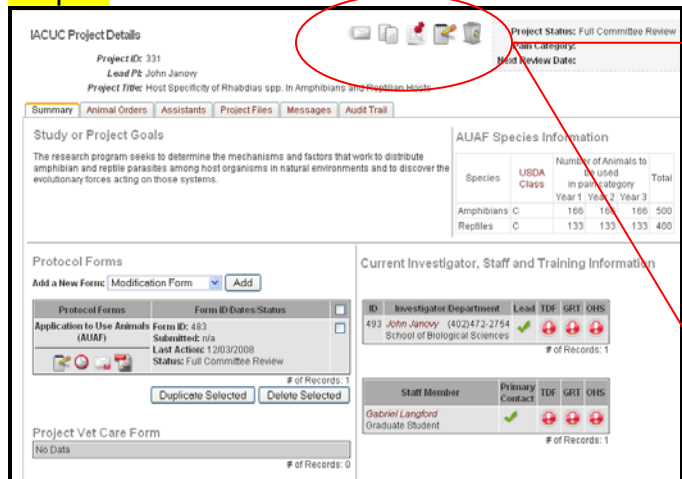
Search for past protocols by PI Name, Protocol ID, or Title.

a. Enter information into appropriate box.

b. Click on “Submit Search” icon 

c. Click on magnifying glass to view project. 

### Step 3:



### Step 3:

 Send an email regarding this protocol

 Click to duplicate protocol

 Print a face page or “door card”

 Delete this project (before approval)

**IACUC AUA Form**

STEP 1

Preparation    Route    IACP Pre-Review    IACUC Review

**University of Nebraska-Lincoln**  
**Application to Use Animals**

The University of Nebraska-Lincoln Assurance to the United States Department of Agriculture (USDA) and the Public Health Service (PHS) states that the University policy is that all research animals will be maintained with a uniform standard based on the Nine U.S. Government Principles for Care and Use of Vertebrate Animals in Research and Teaching, "The Guide", PHS Policy, AWA, CFR, and the Ag Guide. Deviations from these standards may be approved by the IACUC when scientific justification is documented. Best practice procedures may also be suggested based on the experience of the IACP Veterinarian, the Principal Investigator (PI), and the combined experience of the IACUC committee.

**1. ADMINISTRATIVE SECTION**

Project Title: \_\_\_\_\_

Key Personnel:

Principal Investigator: \_\_\_\_\_

Find Person

Principal Investigator's Department: \_\_\_\_\_

Co-Investigator(s): \_\_\_\_\_

Find Person

Co-Investigator(s) Department: \_\_\_\_\_

Add Another

Form Pages

- Administrative Section
- Animals Used, Housing and Husbandry Requirements
- Veterinary Care
- Specific Aims and Details of Animal Use
- Experimental Design and Animal Procedures
- Surgical Procedures
- Potential Stressors
- End of Project and Disposition of Animals

PDF Version

①  
Preparation by the PI  
Routing to Dept. Head  
IACP Office Review  
IACUC Review

②  
Click any section to access that information. Once page is complete, a red "check" marks this item.

③

④  
Options:  
Save, Next or Page Complete and Next.

Check if Page is Completed

Save    Next ▶

⑤  
When "Page Complete" is checked and a required item is missing, this warning message will appear.

**IACUC AUA Form**

STEP 1

Person Finder

Name: Janovy    Find

Faculty/Staff     Student

John Janovy	jjanovy@unlserve.unl.edu
School of Biological Sciences	(402)472-2754
Karen Janovy	kjanow1@unlnotes.unl.edu
Sheldon Museum of Art	(402)472-4524

Form Pages

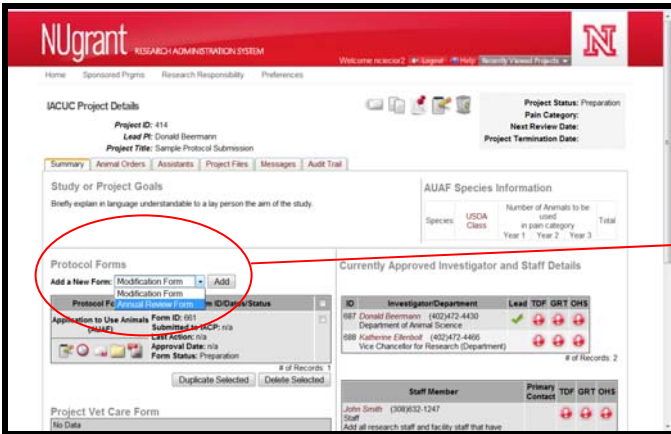
1. ADMINISTRATIVE SECTION

**Warning:**

Project Title is a required field.  
Principal Investigator is a required field.  
Principal Investigator Department is a required field.  
Department Head Person is a required field.  
You need to specify whether or not this project involves an outside research group.  
The project category is a required.  
The source of support for activity is a required.

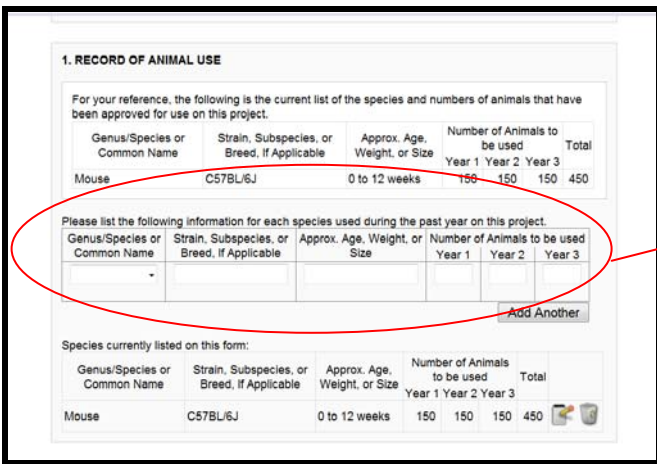
**TO SUBMIT AN ANNUAL REVIEW FOR A PROTOCOL:**

Login to NUgrant, at <https://nugrant.unl.edu> using Blackboard user name and password.



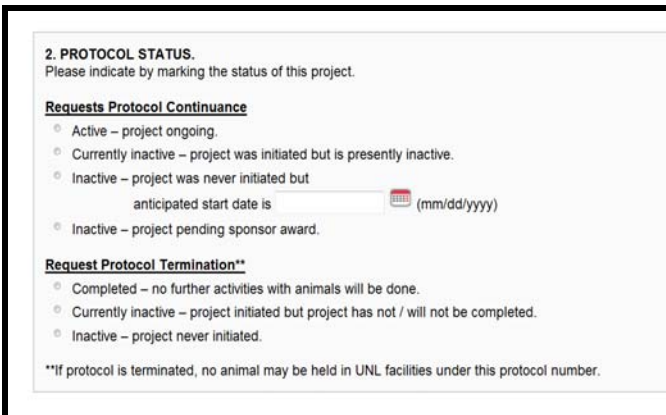
**Step 1**

- Navigate to the Project Details page from the home page to your project that requires attention
- Use the drop down to Add a New Form
- Select Annual Review Form
- Click "Add"



**Step 2**

- Fill out the Record of Animal Use for the number of animals you have used in the past year



**Step 3**

- Complete Protocol Status Section by selecting either Continuance or Termination details

**3. FUNDING SOURCE**  
Has the funding source for this project changed since last IACUC review?

**4. UPDATE OF PROTOCOL PERSONNEL**  
Because personnel working on protocols change regularly, please list all persons handling animals on this project, and indicate with a check mark if GRT, TDF, and OHS have been completed.

**Research Staff with animal contact:** List all members of the research, teaching or extension team that will be handling animals, include their University status and specific job duties.

Name:

University Status:

Duties:

Is this person the primary contact after the PI and Veterinarians?

Research Staff: John Smith  
Email Address: jasmith@unhnotes.unh.edu  
Phone Number: (308)632-1247  
University Status: Staff  
Duties: Add all research staff and facility staff that have contact with animals listed on this project. Identify one staff member who will be the primary contact after the PI.  
Primary Contact: No

**Step 4**

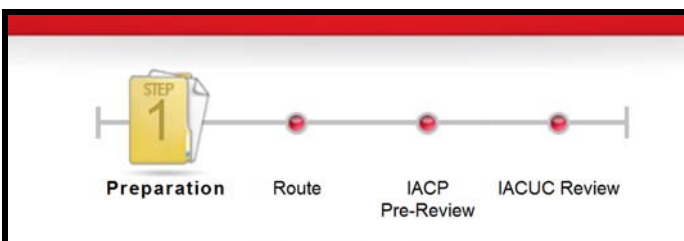
- Complete Funding Source changes if any apply
- Add any new Personnel that have contact with animals

5. Have there been any difficulties with procedures used in this project for which IACP can provide additional assistance or training? Please describe:

Check if Page is Completed

**Step 5**

- Complete the final section to assist the IACP office with training or additional services.
- If the page is complete, check box and save. If incomplete, save to make changes or additions later

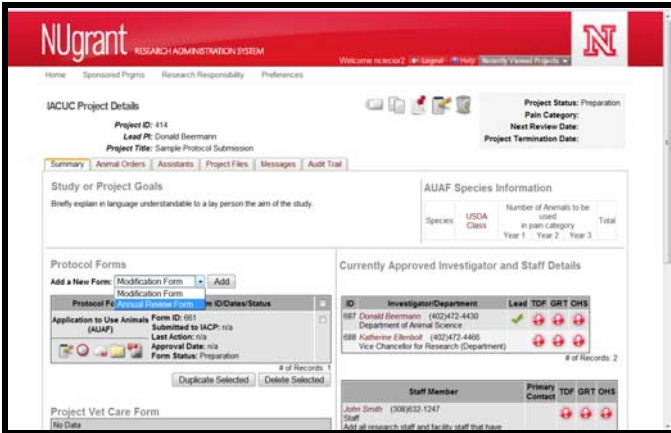


**Step 6**

- After the page is complete, it will be routed to your department head for approval before the IACP Pre-Review

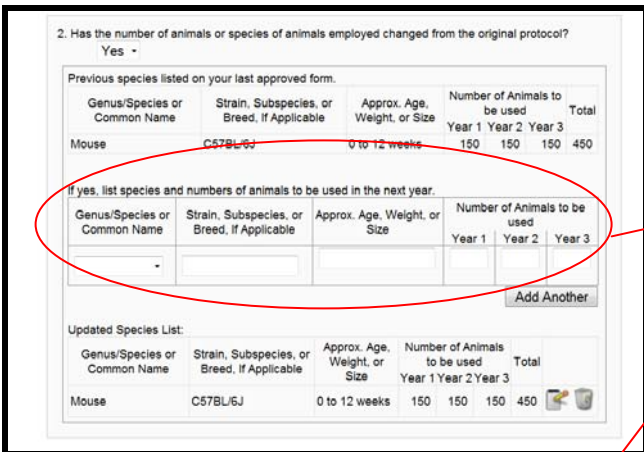
**TO SUBMIT A MODIFICATION FOR A PROTOCOL:**

Login to NUgrant, at <https://nugrant.unl.edu> using Blackboard user name and password.



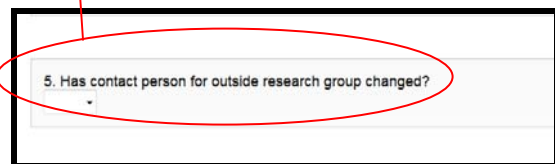
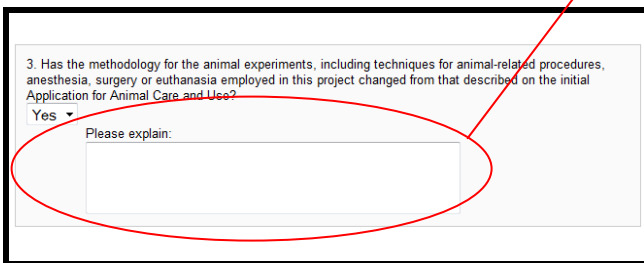
**Step 1**

- Navigate to the Project Details page from the home page to your project that requires attention
- Use the drop down to Add a New Form
- Select Modification Form
- Click “Add”



**Step 2**

- Answer Questions 2-5
- If Yes is selected for any, complete the prompt to provide more information to the IACP staff
  - If adding new personnel, please make sure to also complete a TDF (Training Documentation Form) located under “Supplemental Forms”



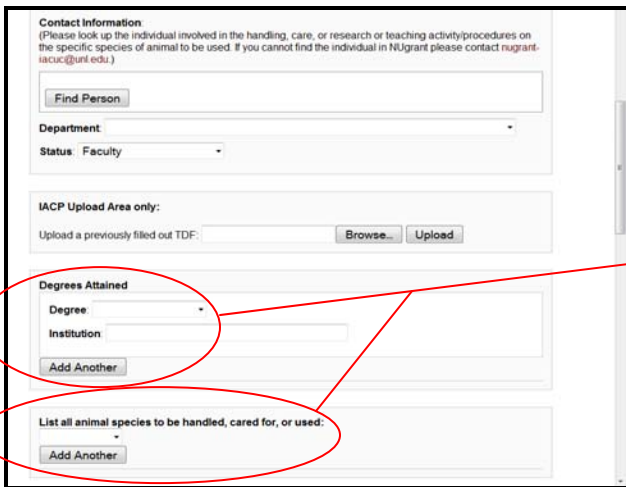
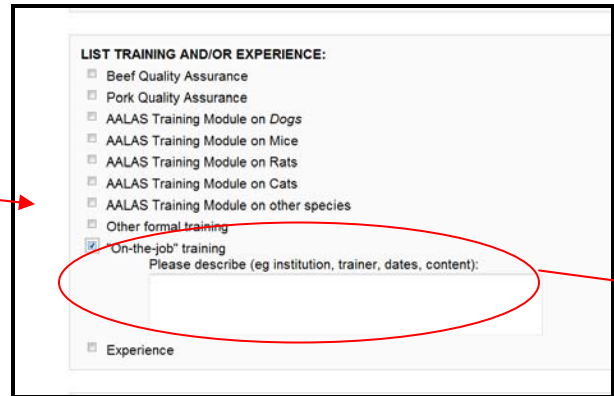
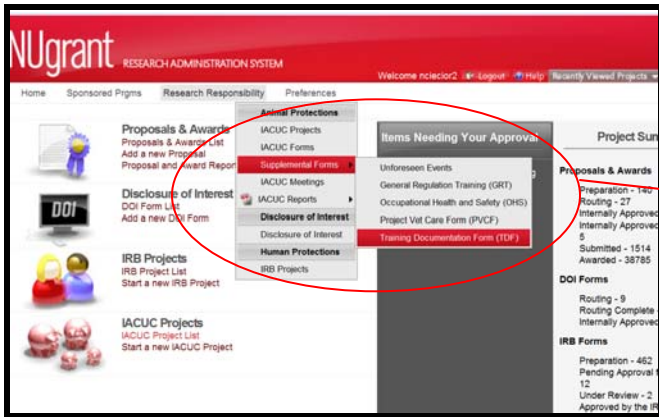
**Step 3**



- If the page is complete, check box and save. If incomplete, save to make changes or additions later
- After the page is complete, it will be routed to your department head for approval before the IACP Pre-Review

**TO SUBMIT TRAINING DOCUMENTATION FOR AN INDIVIDUAL:**

Login to NUgrant, at <https://nugrant.unl.edu> using Blackboard user name and password.



**Step 1**

- On the NUgrant home page select the Research Responsibility drop down
- Select the Training Documentation Form (TDF) located under the Supplemental Forms arrow

**Step 2**

- Complete the Contact Information for the individual
  - Be sure to fill in Department and UNL status
- Add all degrees attained and species to be handled or cared for



### Step 3

- Check each box that corresponds to the training completed
- Make sure to include all training and/or experience with animals
  - On-the-job, 4-H, FFA, employment, etc.
  - Complete the prompt box if one appears for specifics of the experience/training

Supervisor or PI:  
(Please look up the PI on the project. If you are the PI, look up your Supervisor. If you cannot find the individual in NUgrant please contact nugrant-iacuc@unl.edu.)

Find Person

Check if Page is Completed

Save

### Step 4

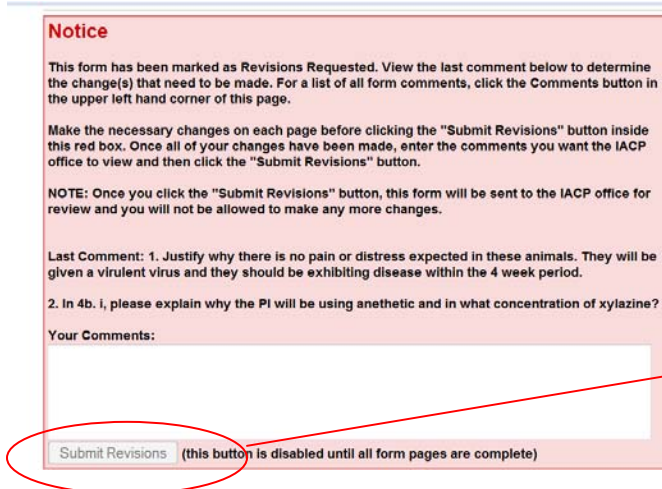
- Find the supervisor to route for approval signature
- If the form is complete, select Check if Page is Completed and press Save to route for signatures and approval
- If not complete, press Save and you will be able to return to the form later to make changes or updates

## TO SUMIT A REVISIONS REQUEST FOR AN AUAF:

Login to NUgrant, at <https://nugrant.unl.edu> using Blackboard user name and password.

### Step 1

- Open NUgrant home page



**Notice**

This form has been marked as Revisions Requested. View the last comment below to determine the change(s) that need to be made. For a list of all form comments, click the Comments button in the upper left hand corner of this page.

Make the necessary changes on each page before clicking the "Submit Revisions" button inside this red box. Once all of your changes have been made, enter the comments you want the IACP office to view and then click the "Submit Revisions" button.

**NOTE:** Once you click the "Submit Revisions" button, this form will be sent to the IACP office for review and you will not be allowed to make any more changes.

Last Comment: 1. Justify why there is no pain or distress expected in these animals. They will be given a virulent virus and they should be exhibiting disease within the 4 week period.

2. In 4b. i, please explain why the PI will be using anesthetic and in what concentration of xylazine?

Your Comments:

(this button is disabled until all form pages are complete)

### Step 2

- A pink box similar to this will appear once the AUAF is opened
- Follow the given prompts to make revisions to the proper sections
- Additional comments may be made in the text box for clarification
- Click Submit Revisions to send back to the IACP office
  - No additional revision comments can be made after the form is submitted

