User’s Quick Reference Guide
Institutional Animal Care and Use Committee
Institutional Animal Care Program

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

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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:
Click on “IACUC Project List” to duplicate and update an existing approved Application to Use Animals Form (AUAF).
- Go to Step 2.

Click on “Start a new IACUC Project” to create an Application to Use Animals Form (AUAF).
- Opens to the AUAF

**A duplicated AUAF should be reviewed for accuracy**

Step 2:
Search for past protocols by PI Name, Protocol ID, or Title.
- Enter information into appropriate box.
- Click on “Submit Search” icon
- Click on magnifying glass to view project.

Step 3:
Send an email regarding this protocol
- Click to duplicate protocol
- Print a face page or “door card”
- Delete this project (before approval)
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
Step 4
- Complete Funding Source changes if any apply
- Add any new Personnel that have contact with animals

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**
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

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

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