INSTRUCTIONS FOR CREATING A NEW ANIMAL USE PROTOCOL
And other General Information Required to Obtain a Protocol

Important Notes: A new protocol must be submitted via the ACUC protocol system by the pre-review deadline. Protocols are pre-reviewed on a first come first serve basis especially when there are many new protocols to be reviewed within one month. If several rounds of revisions are needed, it is possible for a new protocol to take longer than one review cycle to be formally approved. However, most protocols will only need to be reviewed by the full Committee at one ACUC meeting.

GENERAL INFORMATION:

1. All proposals for animal use must be reviewed **AND APPROVED** by the UVA Animal Care and Use Committee (ACUC) prior to initiation of work. No one is permitted to work with animals until they are on an **APPROVED** protocol and have completed all training and occupational health requirements.

2. All protocol submissions must be prepared on the web-based protocol system https://researchcompliance.web.virginia.edu/acuc/. A previously approved protocol may copied and used as a template to prepare the new protocol. A UVA computing ID, NetBadge ID web login and Duo Security are required before entering the protocol. (Contact UVA Information Technology Services (ITS) at https://virginia.service-now.com/its?id=categories or 924-4357 for a computing ID.)

3. All new protocols are required to receive preliminary review by the ACUC office followed by formal pre-review from Dr. Kumari Andarawewa (ka7w@virginia.edu) before final review by the ACUC. The pre-review deadlines are at least two weeks before the regular protocol submission deadlines (http://www.virginia.edu/vpr/iacuc/meetings.html). The process begins once the protocol is completed and submitted and the ACUC is electronically notified when the protocol is submitted. The protocol will be reviewed for any errors, procedural flaws, or omissions that could delay the protocol approval process. The IACUC office will notify the PI and Contact Person when the pre-review process has been completed and the PI will be provided an opportunity to modify the protocol with pre-review suggestions for improvement that should be made prior to full Committee review at the next ACUC meeting.

4. If biohazardous agents or radioisotopes in live animals are included in the protocol, prior or simultaneous review and approval must be obtained from the appropriate regulatory committee (IBC or Radiation Safety). The animal use protocol cannot be approved by the ACUC until all approvals from the appropriate committees have been obtained.

5. The cover letter provided at the end of the submission process should state that the protocol is a new submission. Any supporting documents, such as aquatic SOPs or scientific collecting permits if required, must accompany the submitted protocol. Please send those via email to the ACUC Office at acuc@virginia.edu.

6. If the protocol is intended for educational purposes, the appropriate educational curriculum committee must review and approve (or be in the process of approving) the protocol prior to submission to the ACUC. Documentation of the educational curriculum committee approval must be submitted to the ACUC office. For questions regarding the appropriate curriculum committee, contact the dean of school.

    For further information, please contact:
    Silvia LaRue, Director ACUC Office
    sil5t@virginia.edu
    243-9429

Step by Step ONLINE INSTRUCTIONS:

1. Log in to https://researchcompliance.web.virginia.edu/acuc/ using NetBadge and Duo Security.

2. Select **PI and PI Associate Access**

3. Read the information page "Protocol Submittal and Retrieval".

4. At the bottom, **Click Here** to enter the online protocol system.

5. Enter the **Protocol, Personnel & Serious Adverse Events** page. Select PI Associates, Administrative Contacts, etc., or proceed to the bottom to Use **this form** to create a new (blank) protocol record**.**

6. Select the PI for the protocol and select **Click Here to Continue**.

7. Enter the Contact Person's UVA computing ID and select **Click Here to Search Contact Person ID**. Choose the Contact Person from the list provided and select **Click Here to Continue**. This could be the PI or a lab manager/post-doc, etc. who will be assisting with the protocol.

8. Are you ready to proceed? Yes! **Click here to Continue**

9. **To Create Protocol, Click Here**

10. Verify the Computing ID of the PI and Contact Person and **Click Here to Continue**

11. The Protocol Components are entered into two parts, **Part I** (Protocol Summary) and **Part II** (Species Procedures and Animal Handlers). Begin with Part I, **Click here to Continue**

12. Begin with **Part I**: Protocol Summary, **Click Here** to MODIFY **Part I**

13. Respond to all the sections, proceed to the bottom and acknowledge the PI Assurance for Non-Duplication and Select **Save Data and Continue** when the section has been completed.

    Important: (Data can be saved at any time and completed later by saving data at the bottom of each page)

14. The user is returned to the starting page for **Part I** and **Part II**. Ensure that no red required field indicators remain. Both **Part I** and **Part II** need to be completed prior to submitting the protocol. (A minimum protocol consists of a completed Protocol Summary section, one completed Species Procedure section, and one Animal Handler.)

15. Continue to **Part II** and **Click here to create a New Species Procedure**. A protocol can have more than one Species Procedure section if needed. Breeding colonies should be in separate procedure followed by experimental procedures that describe what happens to an animal from acquisition to the end of study.

16. Identify the species of choice and provide a brief descriptive Procedure Name. Select **Save Data and Continue**. Continue to complete all the information required about the procedure. Remember to **Save** at the bottom of each page.

17. Ensure that all red required indicators have been eliminated under the Species Procedure section.

18. Add all Animal Handler(s) to the procedure. Under Species Procedure heading, select **Click Here** to add an animal handler to this procedure. A UVA ID (ex.sil5t) is required for each animal handler. (No aliases.) **Search for Animal Handler** and **Click Here to Continue** when complete.

19. Once all data has been entered and no red required fields remain, the protocol is ready for the submission process. **Prepare this Protocol for Submittal** at the bottom of the page.

20. Animal Handler Responsibilities - Indicate the responsibilities of the animal handlers associated with each Species Procedure by checking all of the appropriate boxes.

21. Read and acknowledge taking responsibility for ensuring that all animal handlers are properly trained prior to working on the animal use protocol. Then, **Click Here to Continue**.

22. Read the "Principal Investigator's Assurance for the Humane Care and Use of Laboratory Animals" form which you MUST complete before submitting the protocol.

23. Enter a cover letter and click **Submit Protocol**.

24. A confirmation page will indicate that the protocol has been successfully submitted. A confirmation email regarding this submittal will be sent to the PI, Contact Person, and the ACUC Office. An email will also be sent to any animal handler with training requirements to provide instructions on how to obtain the training.

General Animal Handler Information:

1. All animal handlers are required to have an initial (face-to-face) occupational health evaluation prior to working with animals. Generally, animal handlers return for a face-to face evaluation once every three years and complete an online re-evaluation annually during the intervening two years.(Some conditions may require all visits to be face-to-face.) Employees are to report to UVA WorkMed (243-0075) and students are to report to Student Health (924-5362) to complete this requirement. Failure to report for the preliminary evaluation or subsequent re-evaluations will result in the loss of privileges to work with animals and possibly revocation of protocol approval. General information regarding the occupational health program may be found at: http://www.virginia.edu/vpr/iacuc//occhealth.html Use Netbadge to enter the animal handler portal https://researchcompliance.web.virginia.edu/acuc/ Select **Animal Handler Access** then **Click Here** to continue. Select **Get Occupational Health Form** and follow instructions.

2. Every animal handler on the protocol must have completed the appropriate online AALAS and UVA training modules, if applicable. All modules can be accessed via the protocol website https://researchcompliance.web.virginia.edu/acuc/ under "Animal Handler Access". All required training must be completed. The training required is dependent upon the protocol(s) on which an animal handler is listed.

3. All new animal handlers on the protocol must attend the Orientation Training Seminar within 60 days of protocol submission. Information about the training dates and times may be found at: http://www.virginia.edu/vpr/animalwelfare/orientation.html Contact Nicky Rose at dlt9h@virginia for registration. *Revised 06/19*