

# IACUC Proposal Entry Instructions

# Notes to Primary Investigator

- The following instructions are based on the IACUC Proposal form as currently found in iRIS ([iris.louisville.edu](http://iris.louisville.edu)).
- This instruction sheet will be frequently updated to maintain current procedural information and to provide instructions and examples for individual sections found within the form.
- Sectional instructions and examples, when provided, will be based on using mice as the experimental animal as the Proposal form only allows one species to be selected. The examples used will be sufficient as templates for other species.
- If you find errors in this instruction sheet or you need additional assistance, please feel free to contact the IACUC Office at [IACUC@louisville.edu](mailto:IACUC@louisville.edu) or at 852-6899.

1. Log into iRIS at iris.louisville.edu.
2. Hover over “Study Assistant” and a new box of choices appear.
3. Click “Add a New Study”.

The screenshot shows the iRIS Integrated Research Information System dashboard. The top header bar includes the U of L logo, the text "iRIS Integrated Research Information System", and user information: "Account: Doug Emery" and "Department: U of L - 42 - Research Resources Center". On the right side of the header are links for Home, Logout, and Help.


A left-hand navigation menu contains the following items: "My Assistant", "Conflict of Interest Forms", "My Grants and Contracts", "Study Assistant" (which is highlighted), "IACUC Assistant", "System Administration Level 1", and "Change your default Department".

Hovering over "Study Assistant" has opened a sub-menu with the following options: "Add a New Study", "My Studies", "Find a Study", "Upload HCI Subject", and "Pin Study Assistant to the Content Dashboard".

The main content area of the dashboard displays a welcome message: "Welcome Doug Emery". Below this, it states: "Below are your incomplete Institutional Animal Care and Use Committee tasks:". To the right of this section, there is a link "Open Dashboard" with a green checkmark icon and a notification count of "7".

The URL at the bottom of the browser window is: [https://iris.louisville.edu/Application\\_Main.jsp?s=1475758578623#](https://iris.louisville.edu/Application_Main.jsp?s=1475758578623#)

4. Select “IACUC Application”.
5. Click “Start Selected Application”.



**Account:** Doug Emery  
**Department:** U of I - 42 - Research Resources Center  
**Navigation:** Home

[Home](#) [Logout](#) [Help](#)

Select New Study Application Form [Back](#)

[Cancel and Return](#) [Start selected Application](#)

Please select a New Study Application from the list below:

Study Forms:

☐


IRB Study Application

☒

IACUC Application

☐


IBC Registration

- 

Department: U of L - 42 - Res

Navigation: Home

10. Generally, the default Primary Department follows the Principal Investigator's Department. If it does not, select  .



IRIS

Integrated Research Information System

Account: Doug Emery

Department: U of L - 42 - Research Resources Center

Navigation: Home

Home

Logout

Help

Short Study Title: Do Not Review

PI:

Study Application

Back

Print Friendly

Save Section

Save and Continue to Next Section

Section view of Application

Entire view of the Application

1.0 General Information

2.0 Setup Department(s) Access

2.0 Add Department(s)

2.1 List the departments associated with this study. Add the Principal Investigator's department as the PRIMARY DEPARTMENT. For research conducted at a Norton facility add: Norton Healthcare. For research conducted at a Jewish Hospital/KyOne facility add: Ky One Health. For research conducted at University Hospital/James Graham Brown Cancer Center add: University Hospital:

	Primary Dept?	Department Name		
<input type="checkbox"/>	<input checked="" type="radio"/>	U of L - 42 - Research Resources Center	<div>+ Add</div>	<div>Remove</div>

11. Search by any of the ways mentioned or click on ► next to 1-10 to find the Department Name. Click this arrow each time until the correct Department Name is shown.

UL iRIS  
Integrated Research Information System

Account: Doug Emery  
Department: U of L - 42 - Research Resources Center  
Navigation: Home

Home Logout Help

Short Study Title: Do Not Review  
PI:

Study Application Back

Print Friendly Save Section Save and Continue to Next Section

Section view of Application Entire view of the Application

1.0 General Information  
2.0 Setup Department(s) Access

2.0 Add Department(s)

2.1 List the departments associated a Jewish Hospital/KyOne facility

Primary Dept? Department Name

U of L - 42 - Research Resources Center

**Adding Department - Search Window**

Search for the Department that you would like to choose by entering Department Code , Department Name or School Code in the search box.  
If you already have Departments added they will not appear here again.

Department Name Institution Name  
Dept Code School Code Search

787 result(s) found... 1 - 10

Select	Institution	Department Name	School Code	Department Code
<input type="checkbox"/>	University of Louisville	A&S 20th Century Lit Conf	28	2819000202
<input type="checkbox"/>	University of Louisville	A&S Academic Advising Center	28	2810000202
<input type="checkbox"/>	University of Louisville	A&S Air Force ROTC	28	2829000102
<input type="checkbox"/>	University of Louisville	A&S Anthropology	28	2811000102
<input type="checkbox"/>	University of Louisville	A&S Army ROTC	28	2830000102
<input type="checkbox"/>	University of Louisville	A&S Biology	28	2812000102
<input type="checkbox"/>	University of Louisville	A&S Chemistry	28	2813000102
<input type="checkbox"/>	University of Louisville	A&S Communication	28	2827000102
<input type="checkbox"/>	University of Louisville	A&S Criminal Justice	28	2828000102
<input type="checkbox"/>	University of Louisville	A&S Criminal Justice - Aux	28	2828000171

Cancel Save

Healthcare. For research conducted at

Add Remove

12. Once found, place a check in the check box under “Select” for the Department to add.

13. Click .

**UL** iRIS  
Integrated Research Information System

Account: Doug Emery  
Department: U of L - 42 - Research Resources Center  
Navigation: Home

Home Logout Help

Short Study Title: Do Not Review  
PI:

**Study Application** Back

Print Friendly Save Section Save and Continue to Next Section

Section view of Application Entire view of the Application

1.0 General Information  
2.0 Setup Department(s) Access

**2.0 Add Department(s)**

2.1 List the departments associated a Jewish Hospital/KyOne facility

Primary Dept? Department Name

☐ ☒ U of L - 42 - Research Resources Center

**Adding Department - Search Window**

Search for the Department that you would like to choose by entering Department Code , Department Name or School Code in the search box.  
If you already have Departments added they will not appear here again.

Department Name Institution Name  
Dept Code School Code Search

787 result(s) found... 41 - 50

Select	Institution	Department Name	School Code	Department Code
<input type="checkbox"/>	University of Louisville	Admin Supp Serv-GIE	10	1011000184
<input type="checkbox"/>	University of Louisville	Admin Supp Serv-Stu Serv	10	1011000162
<input type="checkbox"/>	University of Louisville	Admin Support Services	10	1011000156
<input type="checkbox"/>	University of Louisville	Admissions	20	2060100161
<input type="checkbox"/>	University of Louisville	Ahes - Hsc	42	4212800323
<input checked="" type="checkbox"/>	University of Louisville	Anatomical Science/Neurobiology	42	4210100123
<input type="checkbox"/>	University of Louisville	Anesthesiology	42	4210700123
<input type="checkbox"/>	University of Louisville	Archives & Special Collections	27	2723000150
<input type="checkbox"/>	University of Louisville	Assoc VP Business Affairs	23	2312000156
<input type="checkbox"/>	University of Louisville	Asst VP for Student Life	22	2220000162


Cancel Save


Healthcare. For research conducted at

Add Remove



14. To remove a Department, place a check in the check box next to the Department Name to be removed.

15. Click  Remove.



iRIS

Integrated Research Information System

Account: Doug Emery

Department: U of L - 42 - Research Resources Center

Navigation: Home

Home

Logout

Help

Short Study Title: Do Not Review

PI:

Study Application

Back

Print Friendly

Save Section

Save and Continue to Next Section

Section view of Application

Entire view of the Application

1.0 General Information

2.0 Setup Department(s) Access

2.0 Add Department(s)

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	Primary Dept?	Department Name		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	U of L - 42 - Research Resources Center		
<input type="checkbox"/>	<input type="radio"/>	U of L - 42 - Anatomical Science/Neurobiology		

+ Add

Remove

16. Depending on your browser, you will see a confirmation similar to the screen shot below. Select “OK”, or the correct confirmation for you browser.

The screenshot displays the IRIS Integrated Research Information System interface. At the top, the user is logged in as Doug Emery, with the department set to U of L - 42 - Research Resources Center. The navigation bar includes links for Home, Logout, and Help. The main content area is titled "Study Application" and shows a sidebar with sections 1.0 General Information and 2.0 Setup Department(s) Access. The current view is "Entire view of the Application". A confirmation dialog box is open, asking to confirm the deletion of a department. The dialog text reads: "Confirm the Deletion of Department(s). Are you sure you want to delete?". Below the dialog, there are two buttons: "OK" and "Cancel".

Account: Doug Emery  
Department: U of L - 42 - Research Resources Center  
Navigation: Home

Short Study Title: Do Not Review  
PI:

Study Application

Print Friendly Save Section Save and Continue to Next Section Back

Section view of Application Entire view of the Application

1.0 General Information  
2.0 Setup Department(s) Access

2.0 Add Department(s)

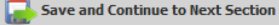
2.1 List the departments associated with this study. Add the Principal Investigator's department as the PRIMARY DEPARTMENT. For research conducted at a Norton facility add: Norton Healthcare. For research conducted at a Jewish Hospital/KyOne facility add: Ky One Health. For research conducted at University Hospital/James Graham Brown Cancer Center add: University Hospital:


	Primary Dept?	Department Name
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	U of L - 42 - Research Resources Center
<input type="checkbox"/>	<input type="radio"/>	U of L - 42 - Anatomical Science/Neurobiology

Confirm the Deletion of Department(s).  
Are you sure you want to delete?

OK Cancel

+ Add - Remove

17. Repeat Steps # through for each Department to add or delete.
18. When all Departments are added or removed, click  .



iRIS

Integrated Research Information System

Account: Doug Emery

Department: U of L - 42 - Research Resources Center

Navigation: Home

Home

Logout

Help

Short Study Title: Do Not Review  
PI:

Study Application

Back

Print Friendly

Save Section

Save and Continue to Next Section

Section view of Application

Entire view of the Application

1.0 General Information


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	Primary Dept?	Department Name		
<input type="checkbox"/>	<input type="radio"/>	U of L - 42 - Research Resources Center	<div>+ Add</div>	<div>Remove</div>


19. A Principal Investigator must be selected. Click [Setup Study Personnel](#)




**iRIS**  
Integrated  
Research  
Information System

Account: Stephanie L Schemke  
Department: U of L - 42 - Research Resources Center  
Path: [Home](#)

 [Help](#)

 [My Profile](#) ▾


 [Log out](#)

[My Workspaces](#) ▾

IACUC Number: **IACUC 21964**


Study Assistant


IACUC Application (Version 1.0)


 [Back](#)

[Section view of Application](#)

[Entire view of the Application](#)

1.0  [General Information](#)

2.0  [Setup Department\(s\) Access](#)

3.0  [Grant Key Personnel access to the study](#)

3.0 **Assign key study personnel (KSP) access to the project**

[Setup Study Personnel](#)

3.1 **\* Please add a Principal Investigator for the study:**

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3.2 **In this section, please add any project personnel that needs to have access to the submission or will need to approve the submission. In the case of the Undergraduate Research Symposium, your mentor and co-authors would be included in this section.**

A) Additional Investigators

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B) Research Support Staff

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3.3 **\* Please add a Study Contact. The Study Contact(s) will receive all important system notifications along with the Principal Investigator. If applicable, please add Kentucky One Health, Norton Healthcare or UMC Research as a study Contact. Adding someone here does not add them as study personnel.**

The Study Contact(s) will receive all important system notifications along with the Principal Investigator. If applicable, please add Kentucky One Health, Norton Healthcare or UMC Research as a study Contact.

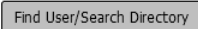
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3.4 **Please select the Designated Approvers:**

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Add the name of the individuals authorized to approve and sign off on this protocol.

20. Search by the Principal Investigator's last name and first name. The full name is not necessary.

21. Click .

22. Click  for correct person listed



### Setup Study Personnel

User Search

Last Name:  First Name:

by Department: 

All Departments

Search From: ☒ iRIS Database ☐ LDAP Directory

Find User/Search Directory

Select	Training?	Name	Department	Email
Your search criteria returned 0 results.				

Selected Study Personnel:

Principal Investigator

Name	Role
No Personnel has been selected for this group.	

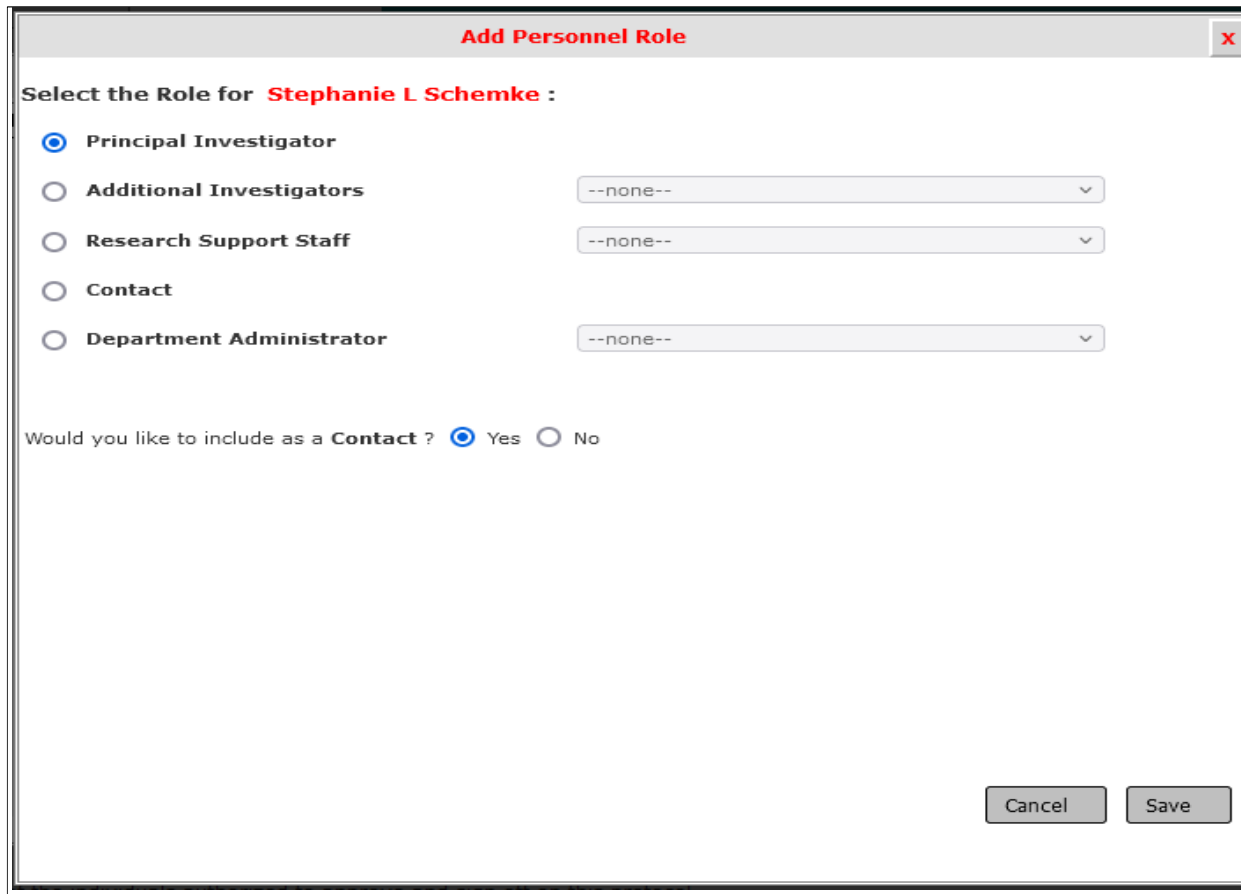
Additional Investigators

Name	Role
No Personnel has been selected for this group.	

Clear Key Study Personnel

Close Setup of Study Personnel

23. Select the Principal Investigator radio button from the pop up Add Personnel Role window.
24. Yes is automatically selected for the Principal Investigator to be included as the Contact, leave selection as Yes and click Save.

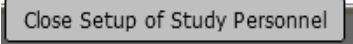


The image shows a software dialog box titled "Add Personnel Role" with a red close button (X) in the top right corner. The main heading inside the dialog is "Select the Role for **Stephanie L Schemke** :". Below this heading, there are five radio button options for roles, each followed by a dropdown menu:

- ☒ **Principal Investigator**
- ☐ **Additional Investigators** (dropdown: --none--)
- ☐ **Research Support Staff** (dropdown: --none--)
- ☐ **Contact**
- ☐ **Department Administrator** (dropdown: --none--)

Below the role selection, there is a question: "Would you like to include as a **Contact** ?" followed by two radio buttons: "Yes" (which is selected) and "No".


At the bottom right of the dialog, there are two buttons: "Cancel" and "Save".

25. If you are unable to locate the correct person, contact the IACUC office by email (iacuc@louisville.edu) or at 502-852-6899.
26. Continue to repeat the personnel addition steps for all other personnel being added in other roles (Additional Investigators, Research Support Staff, Contacts other than the PI)
27. When all personnel needed have been added, Click 

Role Notes: A “Research Associate” has read/print privileges in iRIS.

An “IACUC Protocol Manager” has editing and some sign-off privileges. Typically, a Primary Investigator may designate an IACUC Protocol Manager in the laboratory to handle IACUC Proposals and modifications.

Any added additional Study Contact will automatically receive broadcast and important system notifications along with the Principal Investigator.







28. If a mistake was made and a person needs to be deleted, Click **Setup Study Personnel** and find that person listed on the Selected Study Personnel list at the bottom of the window (may need to scroll down) and click the  to remove that person.
29. When complete with removing, click **Close Setup of Study Personnel** and then click **Save and Continue to Next Section**

**Setup Study Personnel**



**User Search**  
Create My Personnel Pool

Last Name: cantrellFirst Name: st  
by Department: All Departments  
Search From: ☒ iRIS Database ☐ LDAP Directory


Find User/Search Directory

Select	Training?	Name	Department	Email
		Cantrell, Stacy R, B.S.	 Comparative Med Research Unit	srwarr01@louisville.edu
		Cantrell, Stephen C	 GENERAL UNIVERSITY	sccant01@louisville.edu

**Selected Study Personnel:**

	Name	Role
	Cantrell, Stacy R, B.S.	IACUC Protocol Manager
	Cantrell, Stacy R, B.S.	Research Associate

Contact

	Name	Role
	Schemke, Stephanie L	Contact

3.4 Please select the Designated Approvers:


Clear Key Study Personnel

Close Setup of Study Personnel



30. Complete the type of form being submitted and Click

Save and Continue to Next Section



Account: Stephanie L Schemke  
Department: U of L - 42 - Comparative Med Research Unit  
Path: Home > find study > study mgmt. > application list

? Help   My Profile   Log out

My Workspaces

IACUC Number: **IACUC 21721**  
PI: Schemke, Stephanie L

Study Assistant

**IACUC Application (Version 1.0)**

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Print Friendly

Save Section

Save and Continue to Next Section

Section view of Application

Entire view of the Application

1.0 General Information

2.0 Setup Department(s) Access

3.0 Grant Key Personnel access to the study

4.0 **IACUC Form Type**

5.0 Emergency Contacts

## 4.0 IACUC Form Type

### 4.1 Please indicate the type of form you are submitting

☒ Live Animals (including non-observational field studies)


☐ Tissue Only


☐ Field Investigations – Observational Only

☐ Avian/Chicken Embryos

☐ Animal Work Contracted to Non-UoFL Entity with an IACUC

- **Live Animals** - Use this form if you will be using any live animals at UoFL, including description of Core Animal Laboratories. Field studies that involve capture, an invasive procedure, harms or materially alters/influences the behavior or activities of a wild animal should use this form.
- **Tissue Only** - Use this form if you will be using **fresh** or **frozen** (not fixed) tissues, organs, or carcasses obtained from animals outside of UoFL or from animals assigned to, and euthanized by, PIs with other IACUC *Proposals*. If you plan to handle live animals in any way, a *Live Animal* form must be used.
- **Field Investigations – Observational Only** - Use this form if you will be conducting a field investigation limited to observation of free-living, wild vertebrate animals in their natural habitat and there will be no manipulation of the animal or its environment. **Note:** Field studies that involve capture, an invasive procedure, harms, or materially alters or influences the behavior or activities of a wild animal **must use the Live Animals form**.
- **Avian/Chicken Embryos** - Use this form if you will be using chicken/avian embryos on or before embryonic developmental day 17. If using chicken/avian embryos on or after developmental day 18, a *Live Animals* form must be used.
- **Animal Work Contracted to Non-UoFL Entity with an IACUC** - Use this form for studies/projects that involve subcontracted animal work performed **solely** at a non-UoFL institution with an IACUC through funding (subaward, subgrant, subcontract, etc.). For example, a UoFL PI has contracted a non-UoFL institution/investigator to perform the entirety of a live-animal project (this contracted work will be performed exclusively at the non-UoFL institution; animals will not be transported or used at UoFL). In instances where investigators are also using vertebrate animals for research at UoFL and must submit an IACUC *Proposal* for review and approval, the details of subcontracted animal work may be included in the "Collaborating Institutions" section of *Live Animal* form. **Note:** If animals will be used and transported between UoFL and the non-UoFL entity, or subcontracted animal work will be performed solely at a non-UoFL institution **without** an IACUC, then a *Live Animal* form must be used.

31. Click  Add a new row to select an Emergency Contact.



Account: Doug Emery

Department: U of I - 42 - Research Resources Center

Navigation: Home

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Logout

Help

Short Study Title: Do Not Review

PI: Emery, Doug

Study Application

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Section view of Application

Entire view of the Application

1.0 General Information

2.0 Setup Department(s) Access


3.0 Grant Key Personnel access to the study

4.0 IACUC Form Type

5.0 Emergency Contacts

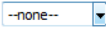
5.0 Emergency Contacts


5.1 Indicate the Key Study Personnel who will act as emergency contacts



Add a new row

Study Personnel	Phone Numbers
No records have been added	

32. Click  under “Study Personnel”.



iRIS

Integrated Research Information System

Account: Doug Emery

Department: U of I - 42 - Research Resources Center

Navigation: Home

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Short Study Title: Do Not Review

PI: Emery, Doug

Study Application

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Print Friendly

Save Section

Save and Continue to Next Section

Section view of Application

Entire view of the Application

1.0 General Information

2.0 Setup Department(s) Access

3.0 Grant Key Personnel access to the study

4.0 IACUC Form Type

5.0 Emergency Contacts

5.0 Emergency Contacts

5.1 Indicate the Key Study Personnel who will act as emergency contacts


+ Add a new row

Copy existing row(s)

Delete selected row(s)

	Study Personnel	Phone Numbers
<input type="checkbox"/>	<div>--none--</div>	<div>During Work Hours</div> <div></div> <div>After Hours</div> <div></div>

33. Click a name from the drop-down list.
34. Enter a telephone number for work hours and after hours.



Account: Doug Emery  
Department: U of I - 42 - Research Resources Center  
Navigation: Home

Short Study Title: Do Not Review  
PI: Emery, Doug

Home Logout Help

Study Application

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Print Friendly Save Section Save and Continue to Next Section

Section view of Application

Entire view of the Application

1.0 General Information

2.0 Setup Department(s) Access

3.0 Grant Key Personnel access to the study

4.0 IACUC Form Type

5.0 Emergency Contacts

5.0 Emergency Contacts

5.1 Indicate the Key Study Personnel who will act as emergency contacts

+ Add a new row

Copy existing row(s)


Delete selected row(s)

Study Personnel	Phone Numbers
<div>--none-- --none-- Emery, Doug</div>	<div>During Work Hours</div> <div></div> <div>After Hours</div> <div></div>

35. Repeat Steps through for each emergency contact to be entered.

36. When all emergency contacts are identified, click

Save and Continue to Next Section



Account: Doug Emery  
Department: U of I - 42 - Research Resources Center  
Navigation: Home

Short Study Title: Do Not Review  
PI: Emery, Doug

HomeLogoutHelp

Study ApplicationBack

Section view of ApplicationEntire view of the Application

1.0 General Information

2.0 Setup Department(s) Access

3.0 Grant Key Personnel access to the study

4.0 IACUC Form Type

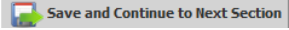
5.0 Emergency Contacts


5.0 Emergency Contacts

5.1 Indicate the Key Study Personnel who will act as emergency contacts

Add a new rowCopy existing row(s)Delete selected row(s)

	Study Personnel	Phone Numbers
<input type="checkbox"/>	Emery, Doug	<div>During Work Hours</div> <div>502-852-7950</div> <div>After Hours</div> <div>xxx-xxx-xxxx</div>

37. If unsure if an IACUC Proposal is needed for your study, click “Do I need an IACUC protocol?” You will be directed to an FAQ regarding IACUC exemptions.
38. If an IACUC Proposal is needed, click .
39. If an IACUC Proposal is not needed, you may call the IACUC Office at 852-6899 to let the IACUC know that an iRIS Proposal was started but not needed. You may also email your first and last name with a statement regarding an IACUC Proposal was started but not needed to [iacuc@louisville.edu](mailto:iacuc@louisville.edu).

**iRIS**  
Integrated  
Research  
Information System

Account: Doug Emery  
Department: U of L - 42 - Research Resources Center  
Navigation: Home

Home Logout Help

Short Study Title: Do Not Review  
PI: Emery, Doug

Study Application

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Print Friendly Save Section Save and Continue to Next Section

Section view of Application Entire view of the Application

1.0 General Information  
2.0 Setup Department(s) Access  
3.0 Grant Key Personnel access to the study  
4.0 IACUC Form Type  
5.0 Emergency Contacts  
6.0 Welcome Page

6.0 Welcome Page

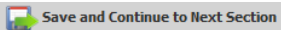
6.1

Welcome to  
**IACUC**  
@  
Louisville  
Replacement  
Reduction  
Refinement  
Responsibility  
Do I need an IACUC protocol?

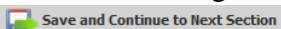
For best viewing of form materials, it is recommended that you expand your window as much as possible.

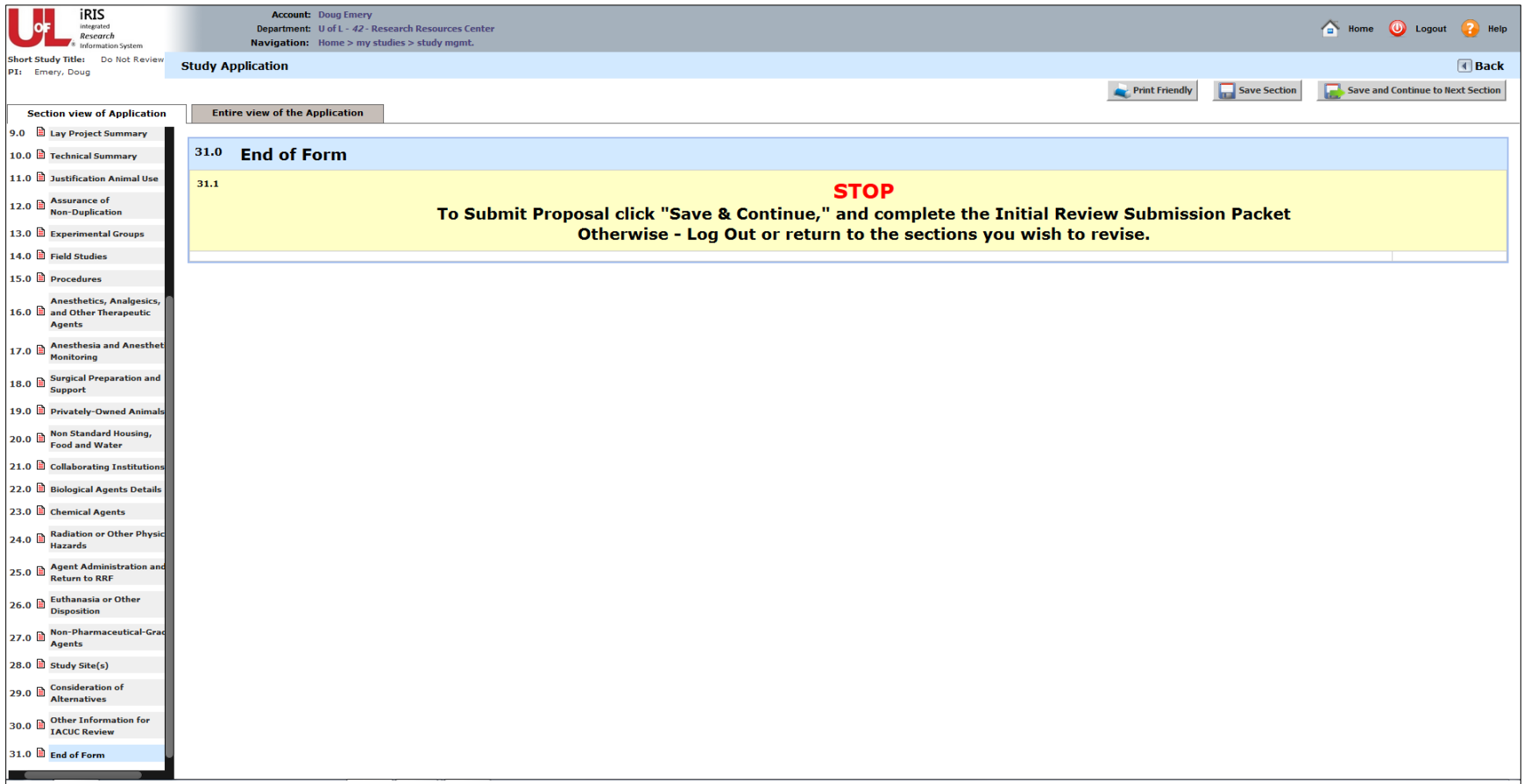
40. The rest of the sections to be completed are specific to your experimental design.

If you need assistance filling out the different sections, please call the IACUC Office at 852-6899 or email a request to [iacuc@louisville.edu](mailto:iacuc@louisville.edu). Individual meetings are available to assist you in the Proposal process.

41. Once a section is completed, click . If the section is not saved and you move on to a different section, the changes will not have been registered by the iRIS form and the section will need to be completed again.

50. If a section has required information needed to be entered, an error message will appear.

When you get to the section called “End of Form”, click .



The screenshot displays the iRIS Integrated Research Information System interface. At the top, the header includes the U of L logo, account information for Doug Emery, and navigation links. The main content area is titled 'Study Application' and shows a list of sections on the left sidebar. The 'End of Form' section (31.0) is selected and highlighted. The main content area displays a large yellow box with the text: 'STOP To Submit Proposal click "Save & Continue," and complete the Initial Review Submission Packet Otherwise - Log Out or return to the sections you wish to revise.'

Account: Doug Emery  
Department: U of L - 42 - Research Resources Center  
Navigation: Home > my studies > study mgmt.

Home Logout Help

Short Study Title: Do Not Review  
PI: Emery, Doug

Study Application

Print Friendly Save Section Save and Continue to Next Section

Section view of Application Entire view of the Application

9.0 Lay Project Summary  
10.0 Technical Summary  
11.0 Justification Animal Use  
12.0 Assurance of Non-Duplication  
13.0 Experimental Groups  
14.0 Field Studies  
15.0 Procedures  
16.0 Anesthetics, Analgesics, and Other Therapeutic Agents  
17.0 Anesthesia and Anesthetic Monitoring  
18.0 Surgical Preparation and Support  
19.0 Privately-Owned Animals  
20.0 Non Standard Housing, Food and Water  
21.0 Collaborating Institutions  
22.0 Biological Agents Details  
23.0 Chemical Agents  
24.0 Radiation or Other Physical Hazards  
25.0 Agent Administration and Return to RRF  
26.0 Euthanasia or Other Disposition  
27.0 Non-Pharmaceutical-Grade Agents  
28.0 Study Site(s)  
29.0 Consideration of Alternatives  
30.0 Other Information for IACUC Review  
31.0 End of Form

31.0 End of Form


31.1

**STOP**

To Submit Proposal click "Save & Continue," and complete the Initial Review Submission Packet  
Otherwise - Log Out or return to the sections you wish to revise.

51. Attach any study documents needed such as ALHIs, SHADs, Pain Score Sheets, and Body Condition Score Sheets.

52. Click  Add a New Document .



Short Study Title: Do Not Review

PI: Emery, Doug

Account: Doug Emery

Department: U of I - 42 - Research Resources Center

Navigation: Home > study mgmt.

Home

Logout

Help

Initial Review Submission Packet

Back

Print Friendly

Save Section

Save and Continue to Next Section

Signoff and Submit

Section view of the Form

Entire view of the Form



Initial Review Submission Packet

This is the Initial Review Submission Packet. If you need to go back and make changes to your proposal, you may do so by following these steps:  
1. Click the 'Back' link in the upper right corner of this form.  
2. Click the 'Study Application' on the left side of the next page.

Application

\*The study application you completed for this protocol should be attached below. If it is not, please attach it now.

Click here to attach the application.

Remove	Edit/View	Version	Title
		1.0	IACUC Application (Version 1.0) - Attached

Other Study Documents

Attach additional Study Documents for this IACUC Proposal

Other documents you may need to attach might include:  
SASPs, SHADs, Permits, Informed Consent Forms, Pathogen Tests, Pain Scoring Sheets, etc.


Add a New Document

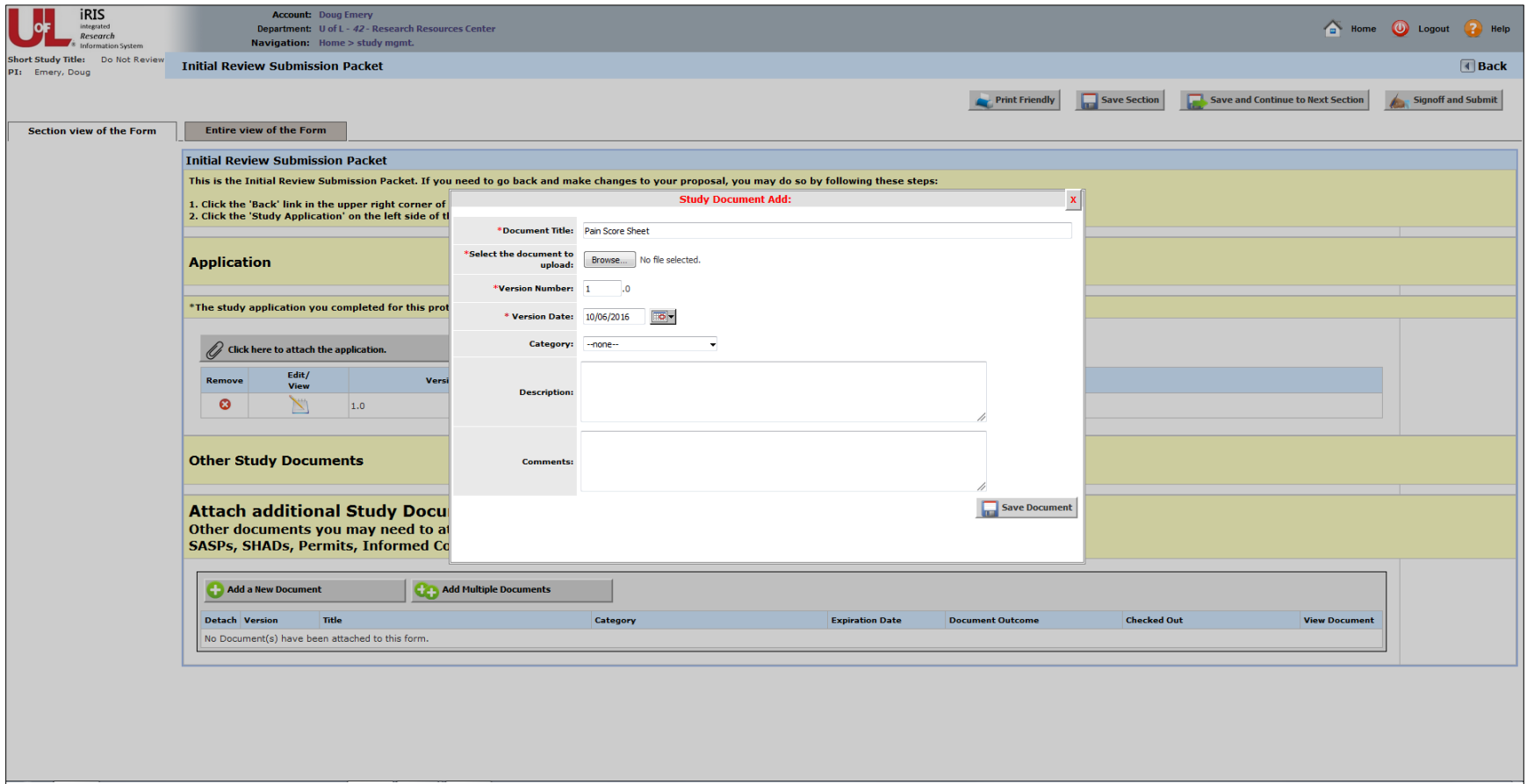
Add Multiple Documents

Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.							



53. Name the Document.

54. Select the document to upload by clicking .



**UL iRIS** integrated Research Information System

Account: Doug Emery  
Department: U of I - 42 - Research Resources Center  
Navigation: Home > study mgmt.

Short Study Titles: Do Not Review  
PI: Emery, Doug

Initial Review Submission Packet

Back

Print Friendly Save Section Save and Continue to Next Section Signoff and Submit

Section view of the Form Entire view of the Form

**Initial Review Submission Packet**

This is the Initial Review Submission Packet. If you need to go back and make changes to your proposal, you may do so by following these steps:

1. Click the 'Back' link in the upper right corner of the page.
2. Click the 'Study Application' on the left side of the page.

**Application**

\*The study application you completed for this protocol is:

Click here to attach the application.

Remove	Edit/View	Version
		1.0

**Other Study Documents**

**Attach additional Study Documents**  
Other documents you may need to attach to your application include: IRB, SASPs, SHADs, Permits, Informed Consent, etc.

**Study Document Add:**

\*Document Title: Pain Score Sheet

\*Select the document to upload: No file selected.

\*Version Number: 1 .0

\*Version Date: 10/06/2016

Category: --none--

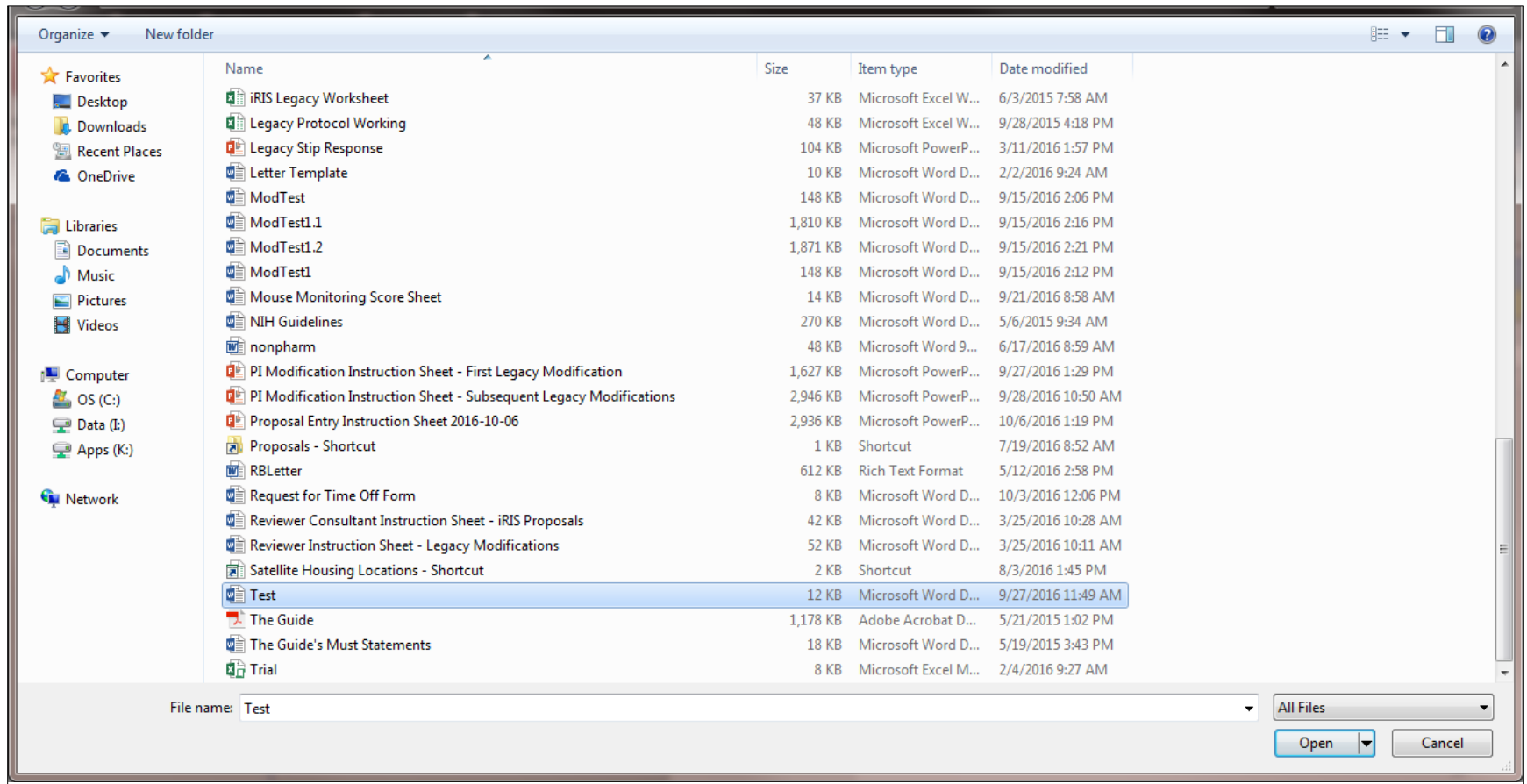
Description:

Comments:

Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.							

55. Navigate to the location on your computer where the file is found.

56. Select the document to upload and click “Open” or other command by your browser.



57. Add a description or comment if desired.

58. Click  Save Document.

**UL** iRIS  
Integrated Research Information System

Account: Doug Emery  
Department: U of I - 42 - Research Resources Center  
Navigation: Home > my studies > study mgmt.

Home Logout Help

Short Study Titles: Do Not Review  
PI: Emery, Doug

### Initial Review Submission Packet

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[Print Friendly](#) [Save Section](#) [Save and Continue to Next Section](#) [Signoff and Submit](#)

**Section view of the Form** **Entire view of the Form**

#### Initial Review Submission Packet

This is the Initial Review Submission Packet. If you need to go back and make changes to your proposal, you may do so by following these steps:

1. Click the 'Back' link in the upper right corner of the page.
2. Click the 'Study Application' on the left side of the page.

#### Application

\*The study application you completed for this protocol is:

[Click here to attach the application.](#)

Remove	Edit/View	Version
		1.0

#### Other Study Documents

#### Attach additional Study Documents

Other documents you may need to attach to this form include: IRB applications, SASPs, SHADs, Permits, Informed Consent forms, etc.

**Study Document Add:**

\*Document Title: Pain Score Sheet

\*Select the document to upload: [Browse...](#) Test.docx

\*Version Number: 1 .0

\*Version Date: 10/11/2016

Category: --none--

Description:

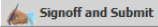
Comments:


[Save Document](#)

[+ Add a New Document](#)

[++ Add Multiple Documents](#)

Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.							

59. The document is now added.
60. Repeat Steps through to add another document.
61. Once all documents are added, click  .



Account: Doug Emery  
 Department: U of L - 42 - Research Resources Center  
 Navigation: Home > my studies > study mgmt.

[Home](#)
[Logout](#)
[Help](#)

Short Study Title: Do Not Review  
 PI: Emery, Doug

**Initial Review Submission Packet**

[Back](#)

[Print Friendly](#) [Save Section](#) [Save and Continue to Next Section](#) [Signoff and Submit](#)

Section view of the Form **Entire view of the Form**


**Initial Review Submission Packet**



This is the Initial Review Submission Packet. If you need to go back and make changes to your proposal, you may do so by following these steps:

1. Click the 'Back' link in the upper right corner of this form.
2. Click the 'Study Application' on the left side of the next page.

**Application**

\*The study application you completed for this protocol should be attached below. If it is not, please attach it now.


 [Click here to attach the application.](#)



Remove	Edit/View	Version	Title
		1.0	IACUC Application (Version 1.0) - Attached


**Other Study Documents**


**Attach additional Study Documents for this IACUC Proposal**

Other documents you may need to attach might include:  
 SASPs, SHADS, Permits, Informed Consent Forms, Pathogen Tests, Pain Scoring Sheets, etc.

 [Select or Revise Existing](#) [+ Add a New Document](#) [++ Add Multiple Documents](#)

Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
	1.0	Pain Score Sheet					 11.39 KB

62. This screen is very important. In this example, the PI is automatically chosen for sign-off. As others are listed, the PI or designee may assign others for sign-off by checking the check box next to the name(s) of others with sign-off responsibilities. However, all personnel who have been added for sign-off must approve the submission before iRIS submits the Proposal to the IACUC office for review. The IACUC does not require any other personnel, including Department Chairs, to sign off on Proposals submitted for IACUC review.
63. When all personnel are checked for additional sign-off responsibility, click
64. Once all documents are added, click .



iRIS

Integrated Research Information System

Account: Doug Emery

Department: U of I - 42 - Research Resources Center

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Short Study Title: Do Not Review

PI: Emery, Doug



Setup Signoff Submission Routing

Back

Save and Continue

Select the Key Personnel required for routing and signoff

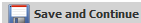
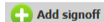
Check the boxes next to the names of the personnel required for routing and signoff.


Include in signoff	Approved	Name	Role
<input checked="" type="checkbox"/>		 Doug Emery	Principal Investigator
<input type="checkbox"/>		 Angela G Bryant	Research Associate

Screen Instructions:

This screen enables the selection of key study personnel required to review this form.

Check the boxes next to the names of the personnel required for routing and signoff.

65. This screen is very similar to the previous screen. However, this allows you to add sign-off responsibility to others not listed on the Proposal, such as Department Chairs. Again, the IACUC does not require Department Chair sign-off for IACUC submissions. Please check with your Department Chair for Department policy on sign-off responsibility.
66. If additional sign-off responsibility is not needed, click  and continue to Step .
67. If additional sign-off responsibility is needed, click .



IRIS

Integrated Research Information System

Account: Doug Emery

Department: U of L - 42 - Research Resources Center

Navigation: Home > my studies > study mgmt. > track submission

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Short Study Title: Do Not Review

PI: Emery, Doug

Setup Signoff Submission Routing

Return to Previous Screen

Add signoff

Save and Continue

Back

Select the additional personnel required for routing and signoff

Check the boxes next to the names of the personnel required for routing and signoff.

Include in signoff	Order	Approved	Name/Role
No additional personnel have been selected for signoff.			

Screen Instructions:

This screen enables the selection of personnel required to review this form and the routing order before submission.

- Person(s) designated as Department reviewers on your application are listed on the 'Select required personnel' section to the left of these instructions.

Adding Reviewers:

1. Click on the Add signoff link on the iRIS control panel.

2. On the search screen enter relevant search information and click find.


3. Select the desired reviewers by checking the box to the left of the reviewer name.

4. When all reviewers are selected click the Save and Continue button to go signoff complete screen.

The Role Column:

68. This is the same process as before when adding personnel to the Proposal. Enter the last name and first name.

69. Click .



iRIS

Integrated Research Information System

Account: Doug Emery

Navigation: [Home](#) > [my studies](#) > [study mgmt.](#) > [track submission](#) > [setup signoff sheet](#)

[Home](#)


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[Help](#)

Short Study Title: Do Not Review

PI: Emery, Doug

Search User Directory


 Directory Browse/Find:

Last Name:  (You may enter a partial name to search)


First Name:

by Department:

Search From: ☒ iRIS Database ☐ LDAP Directory



70. Click  under “Select User”.



UL

iRIS

Integrated Research Information System

Account: Doug Emery

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Short Study Title: Do Not Review

PI: Emery, Doug

Search User Directory

Back

Save Selected User(s)

Directory Browse/Find:

Last Name: cantrell (You may enter a partial name to search)

First Name: stacy




by Department: All Departments

Search From: 

IRIS Database


LDAP Directory

Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>			 Cantrell, Stacy R, B.S.	Research Resources Center (primary)	srwarr01@louisville.edu



71. Click  to choose a role for sign-off.



IRIS

Integrated Research Information System

Account: Doug Emery

Department: U of I - 42 - Research Resources Center

Navigation: Home > my studies > study mgmt. > track submission

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Short Study Title: Do Not Review

PI: Emery, Doug

Setup Signoff Submission Routing

Return to Previous Screen

Add signoff

Save and Continue

Select the additional personnel required for routing and signoff

Check the boxes next to the names of the personnel required for routing and signoff.

Include in signoff	Order	Approved	Name/ Role
<input checked="" type="checkbox"/>	1		<div><div>Stacy R. Cantrell, B.S.</div><div>--none--</div><div>--none--</div><div>Combined_Chair-Scientific_Reviewer</div><div>Department Chair</div><div>IRB-Dept Chair</div><div>IRB-SSMR</div><div>IRB_DEPTCHR-SSMR</div><div>Scientific Reviewer</div></div>

Screen Instructions:

This screen enables the selection of personnel required to review this form and the routing order before submission.

- Person(s) designated as Department reviewers on your application are listed on the 'Select required personnel' section to the left of these instructions.

Adding Reviewers:

1. Click on the Add signoff link on the iRIS control panel.

2. On the search screen enter relevant search information and click find.


3. Select the desired reviewers by checking the box to the left of the reviewer name.

4. When all reviewers are selected click the Save and Continue button to go signoff complete screen.

The Role Column:

72. Repeat Steps through for each additional person.

73. Once all are added, click .



Account: Doug Emery

Department: U of I - 42 - Research Resources Center

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Short Study Title: Do Not Review

PI: Emery, Doug

Setup Signoff Submission Routing


Return to Previous Screen

Add signoff

Save and Continue

Select the additional personnel required for routing and signoff

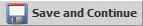
Check the boxes next to the names of the personnel required for routing and signoff.


Include in signoff	Order	Approved	Name/ Role
<input checked="" type="checkbox"/>	1		<div> Stacy R Cantrell, B.S.</div> <div>Department Chair</div>

each reviewer.

**The Order Column:**  
The Order column allows for the configuration of the routing process when sending the form to the reviewers. It allows for sequential or parallel distribution of the form.

- Example 1: If you have selected three reviewers and want the first reviewer to complete the review before the second reviewer attains a copy and want the second reviewer to complete their review before the last reviewer obtains their copy, then you would place the number 1 in the order column in the row of the first reviewer to get the form. Place the number 2 in the the last reviewer to get the form.
- Example 2: If you have selected these reviewers and want all to obtain the form at the same time then you would place the number 1 in the order column of all three reviewers.

74. This screen gives you one last opportunity to add or remove personnel with sign-off responsibility. Please review this screen for accuracy.
75. Make certain that “Yes” is selected under “Have you completed your selection of required signatures?”.
76. Once verified, click  .



iRIS

Integrated Research Information System

Account: Doug Emery

Department: U of I - 42 - Research Resources Center

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Short Study Title: Do Not Review

PI: Emery, Doug

Setup Signoff Submission Routing

Back

Save and Continue

Routing Confirmation

Click here to Add/ Remove Key Study Personnel from the Routing List

Approved	Name	Role
	Doug Emery	Principal Investigator

Click here to select Additional Personnel for Signoff

Order	Approved	Name	Role
1		Stacy R Cantrell, B.S.	Department Chair

Have you completed your selection of required signatures?

☒ Yes


☐ No


Screen Instructions:

This screen enables the verification of personnel required to review and signoff.

Click on Yes to indicate selection of reviewers is complete.

Click the Save and Continue button to start the routing process.

77. Review the “IACUC Principal Investigator Assurances” and once reviewed, click ☒ Yes to verify you agree with the Assurances.  
If not, the Proposal will not be submitted for IACUC
78. Click ☒ Approve next to the statement “[PI Name] as Principal Investigator do you Approve or Deny this submission?”.
79. Add your ULink UserID and Password.
80. Click .



IRIS

Integrated Research Information System

Account: Doug Emery

Department: U of I - 42 - Research Resources Center

Navigation: Home > my studies > study mgmt. > track submission

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Submission Routing Signoff Sheet

Back

Study Title: Proposal Example - Do Not Review

Submission Reference Number: 631088

Submission Form(s):

Include in PDF Packet	Submission Component Name - Version
Submission Form(s)	
<input type="checkbox"/>	Initial Review Submission Packet - (Version 1.0) (Parent of the submission package)
Application	
<input type="checkbox"/>	IACUC Application - (Version 1.0)

Create PDF Packet

IACUC Principal Investigator Assurances

I certify that:

1. The statements herein are true.

2. Only the procedures and treatments described in this protocol will be performed. If new experiments, procedures, treatments are deemed necessary during the course of this project, I will submit a modification per IACUC policy.

3. I will conduct the proposed research according to the principles of the "Guide for the Care and Use of Laboratory Animals" and will conform to federal, state, and institutional laws or guidelines concerning the care and use of animals in research, teaching, or testing. I understand that the IACUC has concern for the ethical aspects and implications of all studies involving animals and I will cooperate with the Committee in its consideration of these issues.

4. I have ensured that all Project Participants listed herein are familiar with this Proposal, will comply with all IACUC-required training, and will obtain appropriate training suitable for the procedures they are expected to perform. I have notified the participants of the possible health risks involved when working with research animals and procedures that must be followed to minimize any such risks and will ensure their enrollment in the occupational health and safety program.

5. I have listed all Biological Agents, will obtain registration and approval by the Biosafety Office and/or Institutional Biosafety Committee (IBC), and will ensure that all required Special Animal Safety Protocols (SASPs) are followed.

6. I have listed all sources of radiation or radioactivity, will obtain registration and approval by the Radiation Safety Office and/or Radiation Safety Committee (RSC), and will ensure that all required Special Animal Safety Protocols (SASPs) are followed.

7. I have listed all chemical agents to be administered to animals, including anesthetics, analgesics, and other veterinary therapeutics. I have read and am familiar with the Chemical Hygiene Plan, applicable Material Safety Data Sheets, SOPs, SASPs, safety practices, containment equipment, and laboratory facilities recommendations for the chemicals used in this project. All personnel will complete annual Lab Safety Training per DEHS policy. I understand that all personnel listed on the IACUC protocol may be required to attend additional training upon review of the chemicals being used, and will ensure that participants follow all safety recommendations as a condition of the DEHS approval of this project.

8. I understand that funding agencies require that the institution "verify, before award, that the IACUC has reviewed and approved those components of grant applications and contract proposals related to the care and use of animals" (PHS Policy). I acknowledge that it is my responsibility to ensure that experiments, procedures, etc., described in grant applications are included in an approved IACUC Proposal, and, if necessary, ensure consistency between awarded grants and IACUC Proposals. I understand that all work involving animals must be approved by the IACUC regardless of what may or may not be included in a grant application. Failure to ensure this consistency could be interpreted as a breach of the contract with the granting agency and could threaten future funding from that agency.

☒ Yes ☐ No

Doug Emery as Principal Investigator

do you Approve or Deny this submission?

☒ Approve ☐ Deny

Comments: 

Click here to add comments.

This form requires your electronic signature.  
Please enter your UserID & Password:

UserID: dwemer01

Password: \*\*\*\*\*

Save Signoff

81. Once submitted, you will see a screen similar to this example. The key statement you want to find is “Institutional Animal Care and Use Committee received the submission” under the “Event Description”. If this screen does not appear or the statement is not found, the submission was not successfully sent or there are sign-off responsibility by others still pending.
82. Once verified, click [Back](#).

UL of IRIS  
Integrated Research Information System

Account: Doug Emery  
Department: U of L - 42 - Research Resources Center  
Navigation: Home > my studies > study mgmt.

[Home](#)
[Logout](#)
[Help](#)

Short Study Title: Do Not Review  
PI: Emery, Doug

**Workflow - Submission Tracking**


[Back](#)

[Print Friendly](#)

Status	View Details	Date Received / Date Completed	Event Description
		10/11/2016 12:57 PM EDT	Institutional Animal Care and Use Committee received the submission
		10/11/2016 12:57 PM EDT 10/11/2016 12:57 PM EDT	The following Study Personnel are not registered with up to date training records:
		10/11/2016 12:57 PM EDT 10/11/2016 12:57 PM EDT	Send Email with Merge Code
		10/11/2016 12:56 PM EDT 10/11/2016 12:57 PM EDT	Doug Emery as Principal Investigator review and apply signoff
	 Routing Assignment List	10/11/2016 12:56 PM EDT 10/11/2016 12:57 PM EDT	Assign Department Personnel for Signoff
		10/11/2016 12:55 PM EDT 10/11/2016 12:55 PM EDT	Initial Review Submission Packet has been retracted by Doug Emery
		10/11/2016 12:55 PM EDT 10/11/2016 12:55 PM EDT	Initial Review Submission Packet has been retracted by Doug Emery
		10/11/2016 12:45 PM EDT 10/11/2016 12:45 PM EDT	Initial Review Submission Packet has been retracted by Doug Emery
		10/11/2016 12:40 PM EDT 10/11/2016 12:40 PM EDT	Initial Review Submission Packet has been retracted by Doug Emery
		10/11/2016 12:07 PM EDT 10/11/2016 12:07 PM EDT	Initial Review Submission Packet has been retracted by Doug Emery
		10/11/2016 12:03 PM EDT 10/11/2016 12:56 PM EDT	Initial Review Submission Packet is waiting to be submitted

83. This screen will now show the Study Status of “Pending-Submitted for Initial Review”.

84. Your submission is fully verified that the IACUC office has received the Proposal and you are finished!



IRIS

Integrated Research Information System

Account: Doug Emery

Department: U of I - 42 - Research Resources Center

Navigation: Home > my studies

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Short Study Title: Do Not Review

Submissions

PI: Emery, Doug

Back

Study Status: Pending - Submitted for Initial Review

IACUC Number : IACUC 16680

Study Title : Proposal Example - Do Not Review

Submissions

Study Management

Protocol Items

Protocol Items

Study Application

Other Study Documents

Contract Documents

Submission Forms

Forms

Initial Review Submission Packet

IACUC Forms

Click Here to Modify an Approved IACUC Protocol

Click here to add or remove personnel

Submissions History

Study Correspondence

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission
<div><div>Routing In Process</div></div>	631088	<div>Click on the hyperlink to edit/view the submission.</div> <div>Initial Review Submission Packet</div>	<div>Retract Submission</div>