

IACUC Proposal Entry Instructions


Notes to Primary Investigator

- The following instructions are based on the IACUC Proposal form as currently found in iRIS.
- 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 Doug Emery, Animal Compliance Specialist, at doug.emery@louisville.edu or at 852-7950.

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 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, there are links for Home, Logout, and Help. A left sidebar contains a menu with items: "My Assistant", "Conflict of Interest Forms", "My Grants and Contracts", "Study Assistant" (highlighted), "IACUC Assistant", "System Administration Level 1", and "Change your default Department". A dropdown menu is open for "Study Assistant", showing options: "Add a New Study", "My Studies", "Find a Study", "Upload HCT Subject", and "Pin Study Assistant to the Content Dashboard". The main content area displays a welcome message "Welcome Doug Emery" and a section titled "Below are your incomplete Institutional Animal Care and Use Committee tasks:" with a sub-option "Add a New Study". In the top right of the main area, there is a link "Open Dashboard" and a notification count "7". The URL at the bottom is "https://iris.louisville.edu/Application_Main.jsp?s=1475758578623#a".

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

-
- Save and Continue to Next Section

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



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 |  |  |
|---|---|---|---|---|
|  |  | U of L - 42 - Research Resources Center | | |

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

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Department: U of L - 42 - Research Resources Center
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Short Study Title: Do Not Review
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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 .

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

15. Click  .

iRIS

Integrated Research Information System

Account:

Doug Emery

Department:

U of L - 42 - Research Resources Center

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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 | + Add | ✖ Remove |
| <input type="checkbox"/> | <input type="radio"/> | U of L - 42 - Anatomical Science/Neurobiology | | |

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' from the 'U of L - 42 - Research Resources Center'. The main navigation bar includes links for Home, Logout, and Help. The current section is 'Study Application', with a 'Back' button. Below the navigation bar, there are buttons for 'Print Friendly', 'Save Section', and 'Save and Continue to Next Section'. The left sidebar shows a list of sections: '1.0 General Information' and '2.0 Setup Department(s) Access'. The main content area is titled '2.0 Add Department(s)' and contains a sub-section '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:'. Below this text is a table with two columns: 'Primary Dept?' and 'Department Name'. The table contains two rows: one for 'U of L - 42 - Research Resources Center' (marked as primary) and one for 'U of L - 42 - Anatomical Science/Neurobiology'. A confirmation dialog box is overlaid on the table, asking 'Confirm the Deletion of Department(s). Are you sure you want to delete?'. The dialog has 'OK' and 'Cancel' buttons. To the right of the table, there are 'Add' and 'Remove' buttons.

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)

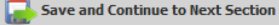
2.1 List the departments associated with this study. Add the Principal Investigator's department as the PRIMARY DEPARTMENT. For research conducted at a Norton facility add: Norton Healthcare. For research conducted at a Jewish Hospital/KyOne facility add: Ky One Health. For research conducted at University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



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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 type="radio"/> | U of L - 42 - Research Resources Center | + Add | x Remove |

[+ Add User](#)

[+ Add User](#)

20. Search by the Principal Investigator's last name and first name. The full name is not necessary.
21. Click .
22. If the name is not found, go to Step.



iRIS

Integrated Research Information System

Account: Doug Emery

Navigation: Home > application

Home

Logout

Help

Short Study Title: Do Not Review

PI:

Search User Directory

Back

Directory Browse/Find:

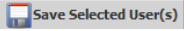
Last Name: eme (You may enter a partial name to search)


First Name: do

by Department: All Departments

Search From: ☒ iRIS Database ☐ LDAP Directory

Find

23. This search shown was performed with the last name only. As such, several names have been presented in the results. If only one person for the list needs to be selected, click on the green check mark next to their name.
24. If more than one person in the search results needs to be selected, place a check box next to all personnel to be added and then click .


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Search User Directory











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Save Selected User(s)


Directory Browse/Find:

Last Name: emery (You may enter a partial name to search)
 First Name:
 by Department: All Departments
 Search From: ☒ IRIS Database ☐ LDAP Directory

Find

| Check for Multiple | Select User | Training | User Name | Department | Email |
|-------------------------------------|-------------------------------------|---|---|-------------------------------------|-------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |  Emery, Andrew | GENERAL UNIVERSITY (primary) | ajemer02@louisville.edu |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |  Emery, Doug | Research Resources Center (primary) | dwemer01@louisville.edu |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |  Emery, Kyle | GENERAL UNIVERSITY (primary) | k0emer01@louisville.edu |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |  Emery, Sarah | A&S Biology (primary) | smemer03@louisville.edu |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |  Emery, Thomas | GENERAL UNIVERSITY (primary) | twemer01@louisville.edu |

25. If in Step #23 there were no results found after the search, try selecting “LDAP Directory” and then clicking  .
26. If still no results were found, delay completing the Proposal and contact Angela Bryant, IACUC Coordinator, at 852-7307 or email the last name, first name, and ULink ID for the person needing to be added to iacuc@exchange.louisville.edu.
27. Once the person is found in the system, continue to Step.



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Search User Directory

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Save Selected User(s)

Directory Browse/Find:

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

First Name: al

by Department: All Departments

Search From: ☐ IRIS Database ☒ LDAP Directory

Find

| Check for Multiple | Select User | Training | User Name | Department | Email |
|--|-------------|----------|-----------|------------|-------|
| Your search criteria returned 0 results. | | | | | |

A) Additional Investigators

--none--

| | | | | |
|---|--|--|--|--|
| UL iRIS <small>Integrated Research Information System</small> | | 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 | | |
| <div>Section view of Application</div> <div>Entire view of the Application</div> | | <div>Print Friendly</div> <div>Save Section</div> <div>Save and Continue to Next Section</div> | | |
| <div>1.0 General Information</div> <div>2.0 Setup Department(s) Access</div> <div>3.0 Grant Key Personnel access to the study</div> | <div>3.0 Assign key study personnel(KSP) access to the study</div> <div> 3.1 * Please add a Principal Investigator for the study: Doug Emery + Add User </div> <div> 3.2 If applicable, please select the Research Staff personnel: <div>A) Additional Investigators</div> <div> <input type="checkbox"/> Bryant, Angela G --none-- </div> <div> + Add User + Add Group - Remove </div> <div>B) Research Support Staff</div> <div> + Add User + Add Group </div> </div> <div> 3.3 * Please add a Study Contact: <input type="checkbox"/> Emery, Doug + Add User - Remove </div> <p>The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).</p> | | | |

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


Short Study Title: Do Not Review P1:
[Back](#)

| | |
|---|---|
| Section view of Application 1.0 General Information 2.0 Setup Department(s) Access 3.0 Grant Key Personnel access to the study | <div style="text-align: center; margin-bottom: 10px;"> Print Friendly Save Section Save and Continue to Next Section </div> <h3 style="margin: 0;">3.0 Assign key study personnel(KSP) access to the study</h3> <div style="background-color: yellow; padding: 5px; margin: 5px 0;"> 3.1 * Please add a Principal Investigator for the study: </div> <p>Doug Emery + Add User</p> <div style="background-color: yellow; padding: 5px; margin: 5px 0;"> 3.2 If applicable, please select the Research Staff personnel: </div> <p>A) Additional Investigators + Add User + Add Group ✖ Remove</p> <p><input type="checkbox"/> Bryant, Angela G <input type="text" value="--none--"/> <input type="text" value="--none--"/> <input style="background-color: blue; color: white;" type="text" value="Co-Investigator"/></p> <p>B) Research Support Staff + Add User + Add Group</p> <div style="background-color: yellow; padding: 5px; margin: 5px 0;"> 3.3 * Please add a Study Contact: </div> <p><input type="checkbox"/> Emery, Doug + Add User ✖ Remove</p> <p>The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).</p> |
|---|---|

- none--

--none--

33. Choose either “Research Associate” or “IACUC Protocol Manager”. There is a functional difference between the two categories. 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.



iRIS

Integrated Research Information System

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Section view of Application

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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 study

3.1 * Please add a Principal Investigator for the study:

Doug Emery

Add User

3.2 If applicable, please select the Research Staff personnel:

A) Additional Investigators

Bryant, Angela G

Co-Investigator

Add User

Add Group

Remove

B) Research Support Staff

Cantrell, Stacy R, B.S.

--none--

Add User

Add Group

Remove


3.3 * IACUC Protocol Manager


Emery, Doug

Add User

Remove

The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

34. Choose additional Study Contacts by clicking  . Study Contacts will automatically receive broadcast and important system notifications.



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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

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

3.1 * Please add a Principal Investigator for the study:

Doug Emery

Add User

3.2 If applicable, please select the Research Staff personnel:

A) Additional Investigators

☐ Bryant, Angela G

Co-Investigator

Add User

Add Group

Remove

B) Research Support Staff

☐ Cantrell, Stacy R, B.S.

IACUC Protocol Manager

Add User

Add Group

Remove

3.3 * Please add a Study Contact:


☐ Emery, Doug

Add User

Remove

The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

35. If a mistake was made and a person needs to be deleted, check the box next to their name and then click  Remove .



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Section view of Application

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1.0 General Information

2.0 Setup Department(s) Access

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

3.1 * Please add a Principal Investigator for the study:

Doug Emery

Add User

3.2 If applicable, please select the Research Staff personnel:

A) Additional Investigators

☐ Bryant, Angela G

Co-Investigator

Add User

Add Group

Remove

B) Research Support Staff

☒ Cantrell, Stacy R, B.S.

IACUC Protocol Manager

Add User

Add Group

Remove

3.3 * Please add a Study Contact:

☐ Emery, Doug

Add User

Remove

The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

36. Confirm the deletion of the personnel by clicking “OK”, or the confirmation choice given by your browser.

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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 study

3.1 * Please add a Principal Investigator for the study:

Doug Emery + Add User

3.2 If applicable, please select the Research Staff personnel:

A) Additional Investigators

+ Add User + Add Group Remove

☐ Bryant, Angela G
Co-Investigator

B) Research Support Staff

+ Add User + Add Group Remove

☒ Cantrell, Stacy R., B.S.
IACUC Protocol Manager


3.3 * Please add a Study Contact:


☐ Emery, Doug + Add User Remove

The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

Confirm the Deletion of Research Staff.
Are you sure you want to delete?

OK Cancel

37. Once all Key Study Personnel are entered, click  Save and Continue to Next Section .



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1.0 General Information

2.0 Setup Department(s) Access

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

3.1 * Please add a Principal Investigator for the study:

Doug Emery

+ Add User

3.2 If applicable, please select the Research Staff personnel:

A) Additional Investigators

+ Add User + Add Group

B) Research Support Staff

+ Add User + Add Group


3.3 * Please add a Study Contact:


☐ Emery, Doug

+ Add User

Remove

The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

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



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1.0 General Information

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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 | |

39. Click --none-- under “Study Personnel”.



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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> |

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



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

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1.0 General Information

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3.0 Grant Key Personnel access to the study

4.0 IACUC Form Type

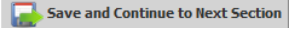
5.0 Emergency Contacts


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"/> | <div>--none-- --none-- Emery, Doug</div> | <div>During Work Hours</div> <div></div> <div>After Hours</div> <div></div> |

44. 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.
45. If an IACUC Proposal is needed, click .
46. If an IACUC Proposal is not needed, you may call Angela Bryant at 852-7307 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@exchange.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

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

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

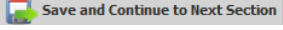
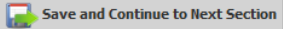
Reduction


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.

47. The rest of the sections to be completed are specific to your experimental design. A description of each section is in the process of being written and a link to the description sheet will be included in this tutorial in the near future. If you need assistance filling out the different sections, please call Doug Emery at 852-7950 or email a request to doug.emery@louisville.edu. Individual meetings are available to assist you in the Proposal process.
48. 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.
49. If a section has required information needed to be entered, an error message will appear.
50. When you get to the section called “End of Form”, click .

**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

Study Application

Back

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 SASPs, Pain Score Sheets, and Body Condition Score Sheets. Please do not attach SHADs as the instructions state. Instead, email them to iacuc@exchange.Louisville.edu.
52. Click  Add a New Document .



IRIS

Integrated Research Information System

Account: Doug Emery

Department: U of L - 42 - Research Resources Center

Navigation: Home > study mgmt.

Home

Logout

Help

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 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.

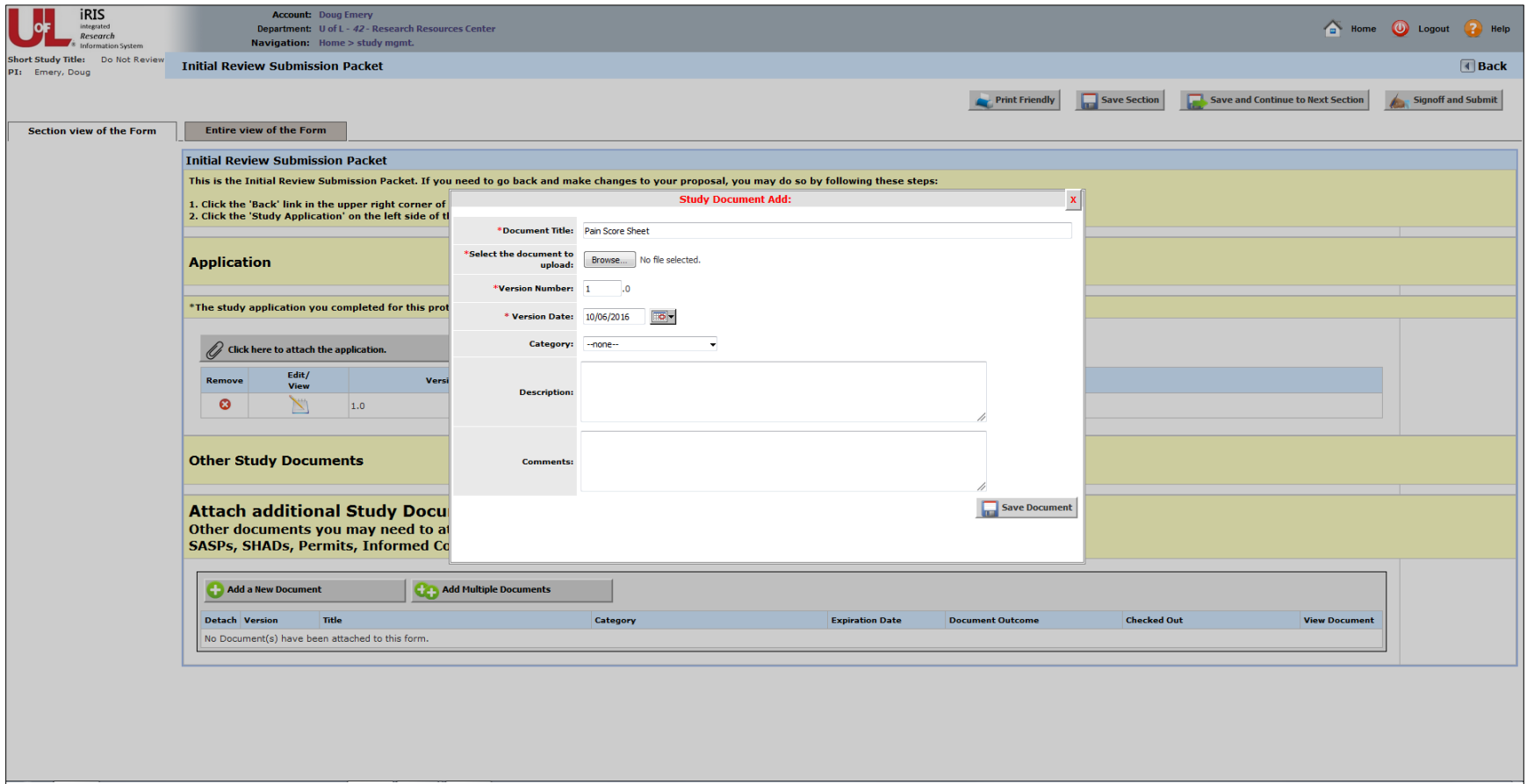
Add a New Document

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

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--

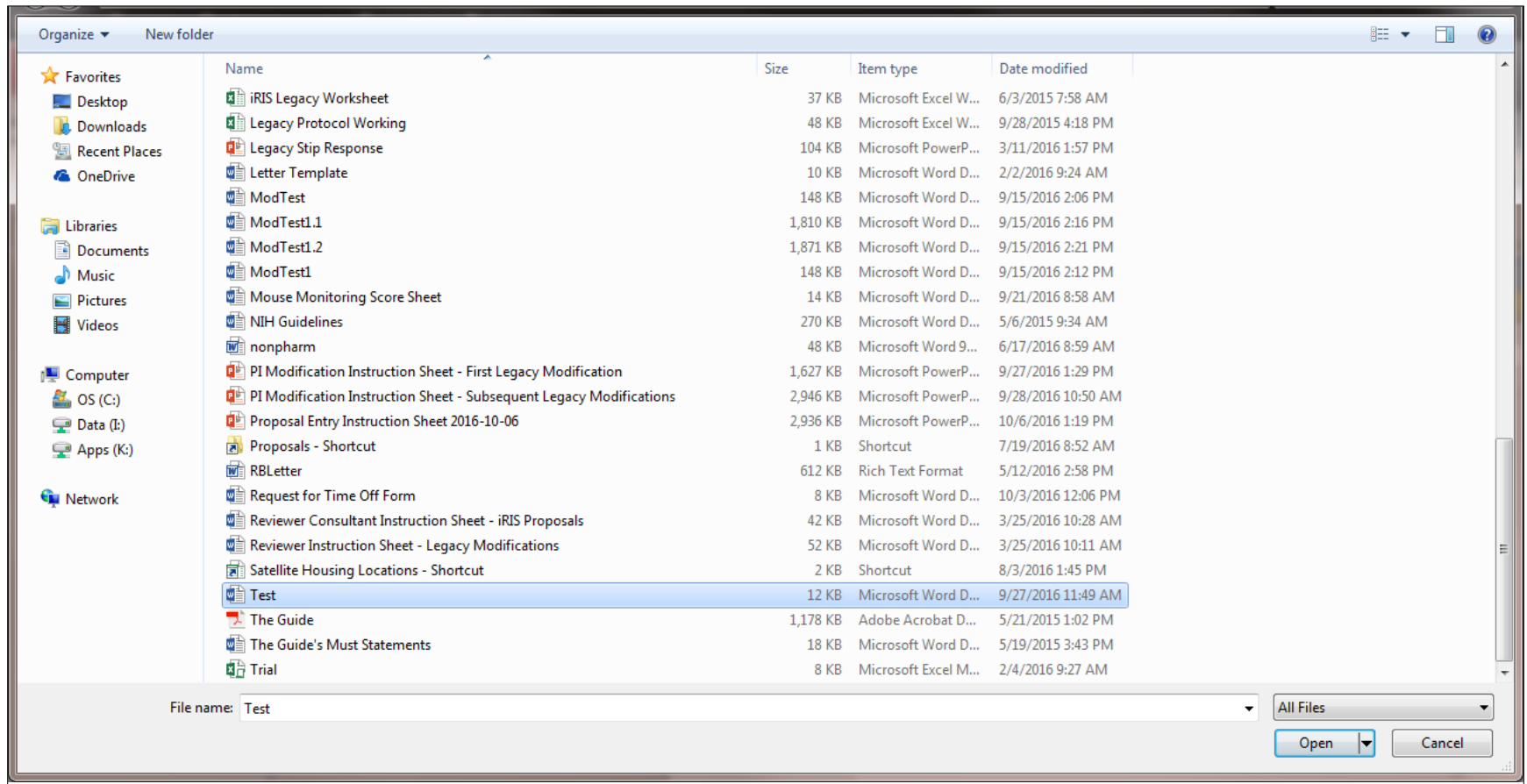
Description:

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

[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 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:

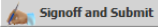
Comments:


[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  .



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 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 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 L - 42 - Research Resources Center
Navigation: Home > my studies > study mgmt. > track submission

Home Logout Help

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

Setup Signoff Submission Routing

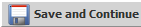
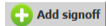
Back


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.

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 I - 42 - Research Resources Center

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

Home

Logout

Help

Short Study Title: Do Not Review

PI: Emery, Doug

Setup Signoff Submission Routing

Back

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 |
|---|-------|----------|-----------|
| 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](#)

[Logout](#)

[Help](#)

Short Study Title: Do Not Review

PI: Emery, Doug

Search User Directory

Back

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

70. Click  under “Select User”.



iRIS
Integrated
Research
Information System


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

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


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




Search User Directory

[Back](#)
[Save Selected User\(s\)](#)


 Directory Browse/Find:

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

Home

Logout

Help

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

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

Home

Logout

Help

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

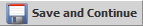
Check the boxes next to the names of the personnel required for routing and signoff.


| 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 last reviewer to get the form.
- Example 2: If you have selected three 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

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

Home

Logout

Help

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

Home Logout Help

Submission Routing Signoff Sheet

Back

Study Title: Proposal Example - Do Not Review
Submission Reference Number: 631088

Create PDF Packet

| 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) |

IACUC Principal Investigator Assurances


I certify that:

- The statements herein are true.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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](#).

Account: Doug Emery
Department: U of I - 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

Home

Logout

Help

Short Study Title: Do Not Review

Submissions

PI: Emery, Doug

Back

Study Status: Pending - Submitted for Initial Review

IACUC Number : IACUC 16688

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>Routing In Process</div> | 631088 | <div>Click on the hyperlink to edit/view the submission.</div> <div>Initial Review Submission Packet</div> | <div>Retract Submission</div> |