

## **Institutional Animal Care and Use Committee (IACUC)**

### **User Guide for Principal Investigators**

This User Guide has been developed to provide instructions to Principal Investigators needing to develop and route animal care and use protocols, amendments, annual reviews, etc. through the GeauxGrants IACUC module.

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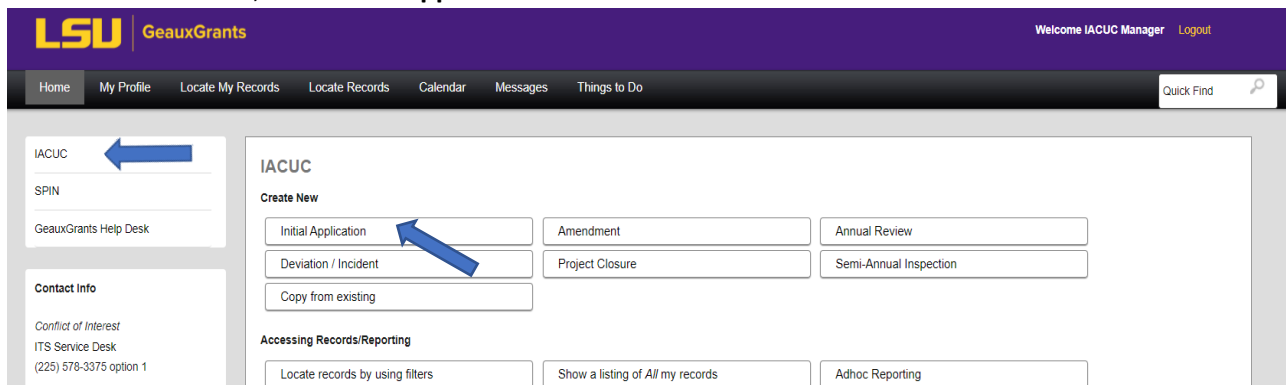
## Helpful Information before getting started:

It is recommended you use Chrome or Firefox when using GeauxGrants. You can login through myLSU or by <https://www.lsu.edu/geauxgrants/>. You log in to GeauxGrants with your PAWS User ID and password.

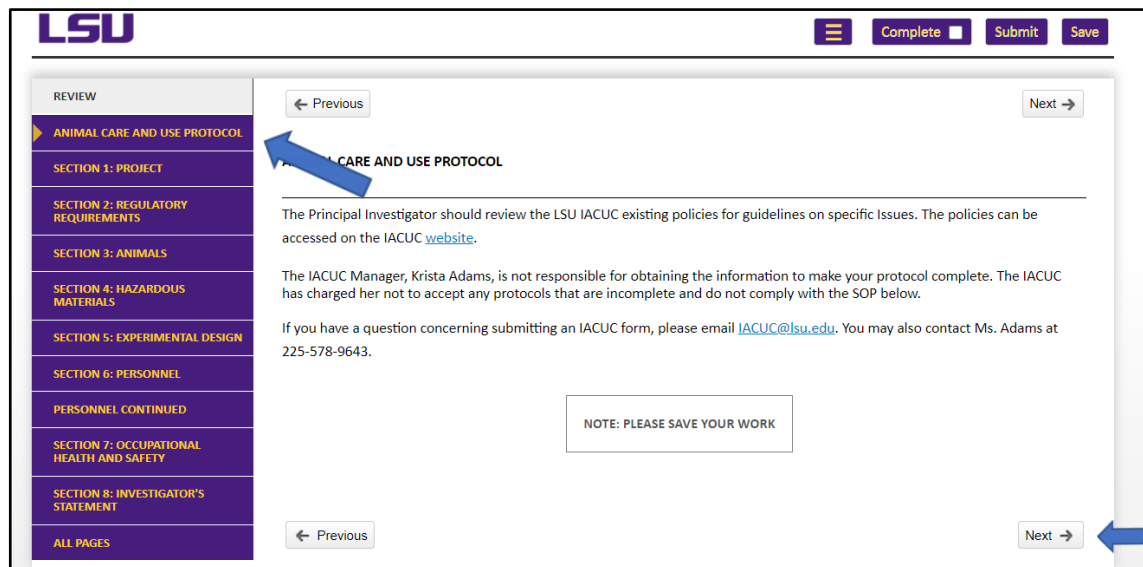
The intent of this document is to provide a general overview of what steps need to be taken to create an Animal Care and Use Protocol in GeauxGrants for the IACUC. Within GeauxGrants, it is highly important to read everything. Helpful information to help you with creating your proposal successfully is within the documents in GeauxGrants to provide instruction on how to complete the forms.

## Creating and Submitting an Animal Care and Use Protocol Application

- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- Under “Create New”, click **Initial Application**.

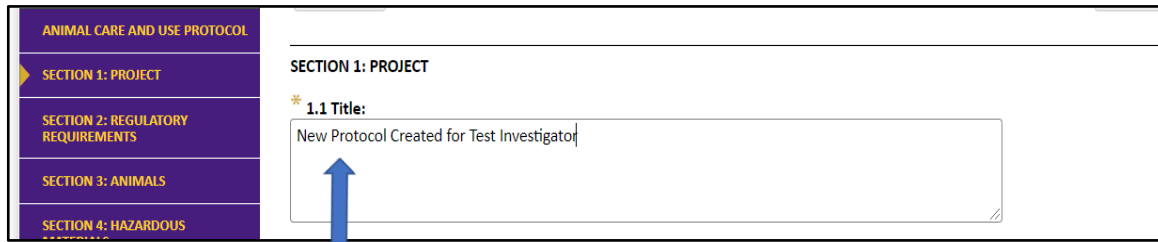


- A new window will populate. This is the application for an animal care and use protocol. It opens on the Review page of the application. The submission number will prepopulate. **DO NOT CHANGE THIS.**
- Click on the **Animal Care and Use Protocol** tab on the left hand side to begin your application. To move to the next section, click on the **Next** button on the bottom right side.

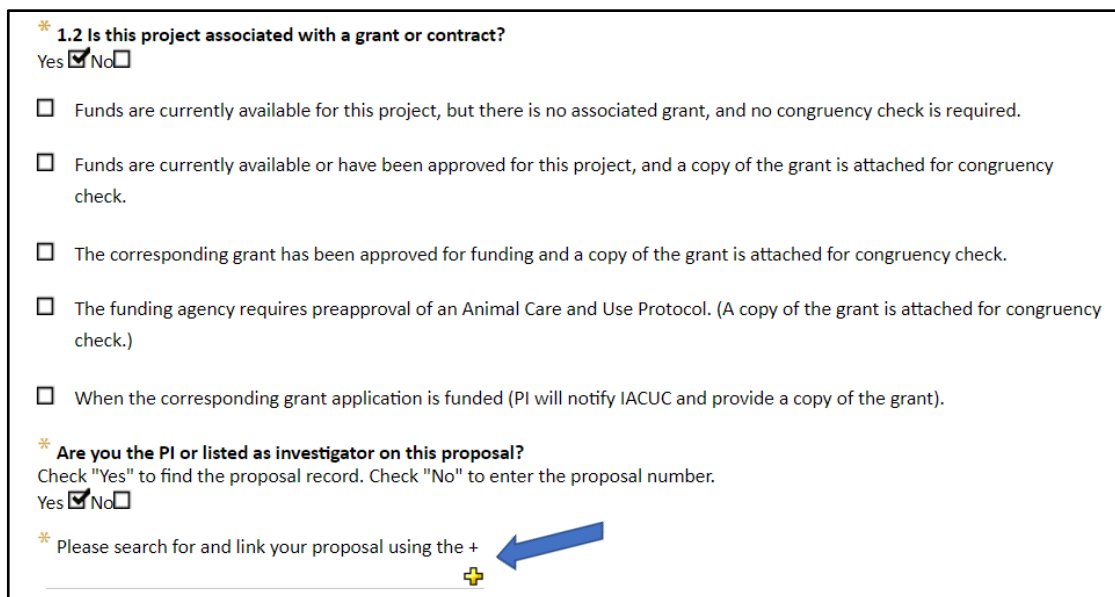


**\*\*\*Remember to SAVE your work often as you complete the protocol application.\*\*\***

- Begin your application by typing in the **Title** of the protocol. Continue completing the application by answering the additional questions for each Section.



- If a protocol is associated with a grant proposal and you answer “Yes” that you are the PI or listed as an investigator on the grant proposal, click the **+** sign that appears. This allows you to connect your grant proposal to your animal care and use protocol.



- Under “Add Proposal”, type in the **proposal number** to link to the application and click **Go**. If you do not know the proposal number, go to the “Apply Filters” section and click **Set** next to the filter you choose. Type in the information and click **Save**. Click **Go** on the “Apply Filters” line.

Add Proposal
Close

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Select by  
Number

---

Apply Filters

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**Browse By**

Sponsor/Scheme	<input style="width: 100%;" type="text"/>	Set	Sponsor Type	No Sponsor Types Found
Primary Center/Program	<input style="width: 100%;" type="text"/>	Set	Center/Program	<input style="width: 100%;" type="text"/>
Principal Investigator	<input style="width: 100%;" type="text"/>	Set	investigator	<input style="width: 100%;" type="text"/>
Primary Assoc. Dept.	<input style="width: 100%;" type="text"/>	Set	PI Department	<input style="width: 100%;" type="text"/>

- The records found will show at the end of the page. You will need to scroll down to see the records. Click the **box** next to the proposal associated with this application and click **Select**. The proposal will now be linked to the protocol. If you are requesting developmental approval, check the box that appears once the proposal number is selected. Finish completing the questions and click **Next**.
- Make sure to complete “1.5 Project Type”. If the following section (Section 2) is blank, then you need to go back to this question to add your answer. The questions in Section 2 populate based on what the project type is for this project.

**\* 1.5 Project Type**

**TYPE B** – Animals being bred, conditioned, or held for use in teaching or research but not yet used for such purposes, (e.g. a breeding colony of mice which will transfer individuals to experimental protocols).

**TYPE C** - Pain or distress will not be induced; animals will only be used for injections, collections, or procedures causing nothing more than minor discomfort; or will be humanely euthanized prior to the procedures that induce pain or distress. If analgesics are used, the project is at least a Type D.

**TYPE D** - Pain or distress will be relieved by appropriate therapy, e.g. sedatives, analgesics, anesthetics, or euthanasia.

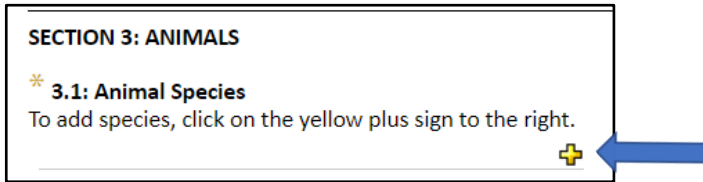
**TYPE E** - Drug intervention for pain or distress would interfere with the protocol. If this block is checked, specific justification **MUST** be provided below.

Please select type:

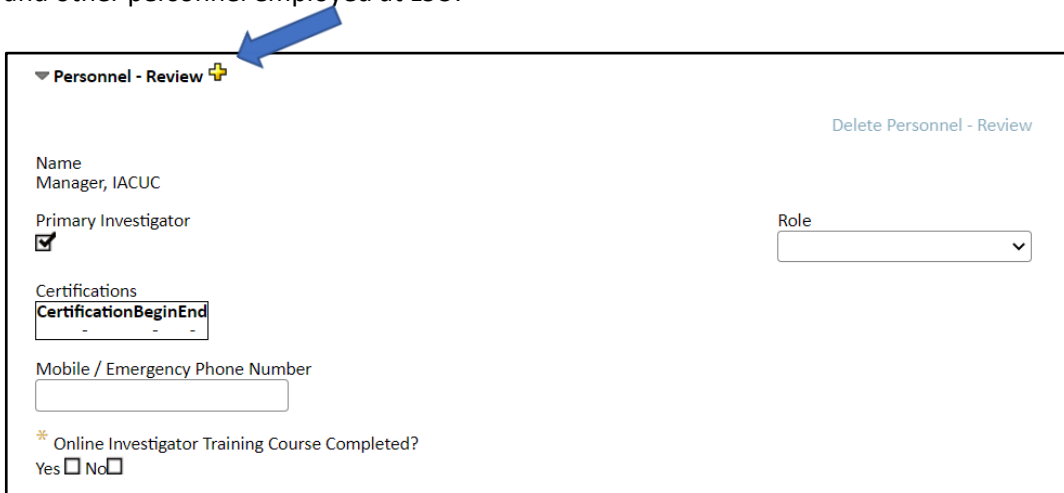
TYPE B  
 TYPE C  
 TYPE D  
 TYPE E

4 | Page

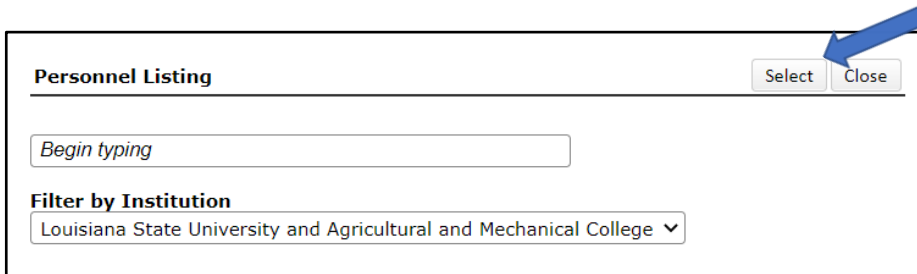
- On the “Animals” page (Section 3), click the + sign to add the animal species and number of animals being requested.




- On the “Personnel” page (Section 6), click the + sign next to “Personnel – Review” to add co-investigators and other personnel employed at LSU.



- A new box will appear that will allow you to type in the name of the LSU co-investigator. Type the last name of the investigator. The name of your co-investigator will appear and you will need to click the person’s name to add him/her. When ready to add the co-investigator, click **Select**.



- Select the role for the each person on the protocol. The Certifications box will pre-populate if the “Working with the IACUC course” is linked. If not or if your completion date is not correct, you will need to add the date. Click **Next** to add other participants who are not employees or are not associated with LSUAM.

**Personnel - Review** 

[Delete Personnel - Review](#)

Name  
Manager, IACUC

Primary Investigator

Certifications  
**CertificationBeginEnd**

Mobile / Emergency Phone Number


\* Online Investigator Training Course Completed?  
Yes  No

\* Date Completed

\* Has species wet lab training been completed for the species noted in this project?  
Yes  No

\* Date Attended or Exempted:

\* Training or Experience?  
Yes  No

Role 

- The Personnel page is continued on the next page. This is where you will add other participants who are not employees or are not associated with LSUAM. Click on the **+** sign to add personnel.

**PERSONNEL CONTINUED**



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\* Who will train the LSU individuals for participation in protocol procedures?

\* Are there any other participants on this project that are not associated with LSUAM?  
Yes  No

\* Please provide an explanation of how the other participants will participate in this project:

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Non-LSU Employees involved in animal care and use  

- Section 7 covers the Occupational Health and Safety Program. Everyone participating on the protocol must enroll. Detailed instructions can be found on the DLAM [website](#).

**SECTION 7: OCCUPATIONAL HEALTH AND SAFETY**

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The LSU IACUC, through the Division of Laboratory Animal Medicine (DLAM) operates an Occupational Health & Safety Program (OHSP). The purpose of the program is to maintain an OHSP for personnel involved in the care and use of animals: to obtain an accurate assessment of the health status of each employee prior to working with animals, to help prevent occupation-related disorders, and to help identify emerging occupation-related health disorders, so they can be promptly diagnosed and corrected. Participation in this program is **mandatory** for all personnel working with LSU-owned animals utilized in teaching, research, and testing.

**To Participate:** 

Visit the DLAM [website](#) for detailed information and to enroll in the program.

**Principal Investigator Responsibility**

The Principal Investigator understands it is his/her responsibility to ensure that all personnel involved in the care and use of animals who are participating on this protocol **must** participate in the Occupational Health and Safety Program. The protocol will **not** be approved until verification is received from the SHC that participants have enrolled in the program.

\* **I have read this statement and agree to comply.**


- In order to submit your application to the IACUC, you will need to check the box in Section 8 certifying that you have read the Investigator’s Statement and agree to comply. Make sure to **Save** your work before checking **Complete**. You must click **Submit** for the application to forward to the IACUC.

☰ Complete  Submit Save

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**SECTION 8: INVESTIGATOR'S STATEMENT**

\* By signing this form, the Principal Investigator and all participants on this protocol agree to abide by the Policy for the Care and Use of Animals of Louisiana State University. This project will be in accordance with the NIH *“Guide for the Care and Use of Laboratory Animals”*, and the Louisiana State University Animal Welfare Assurance on file with the U.S. Public Health Service.

The Principal Investigator further assures the Committee that: 1) all participants on the protocol will abide by all federal, state, and local laws and regulations governing the use of animals in teaching and research; 2) all participants on the protocol are adequately trained to perform the research techniques required in these studies; and 3) the fewest number of animals required to produce valid results are being used in this study. 

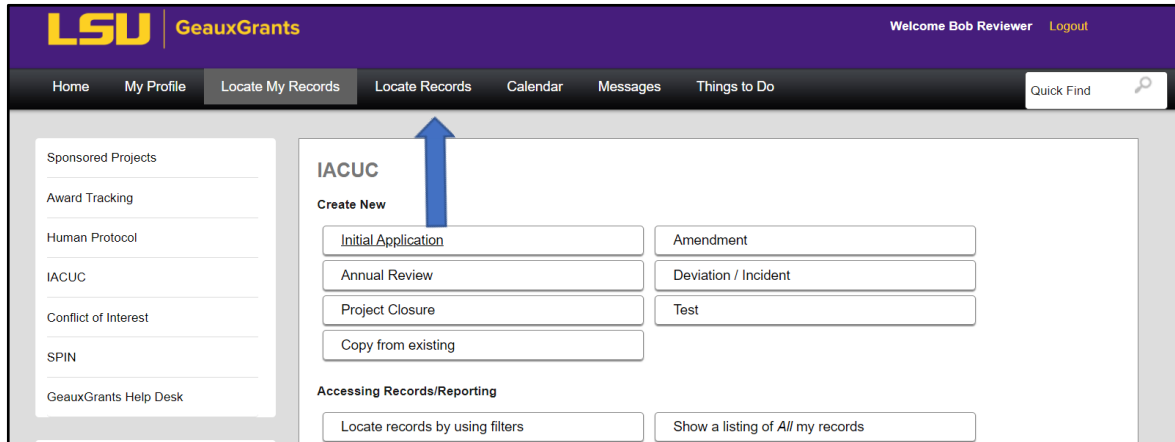
\* **I have read this statement and agree to comply.**

- If there are any questions that have been missed, a box will populate noted the information required to complete your application. Once all answers have been answered, you will **Save**, check **Complete**, and then **Submit**.

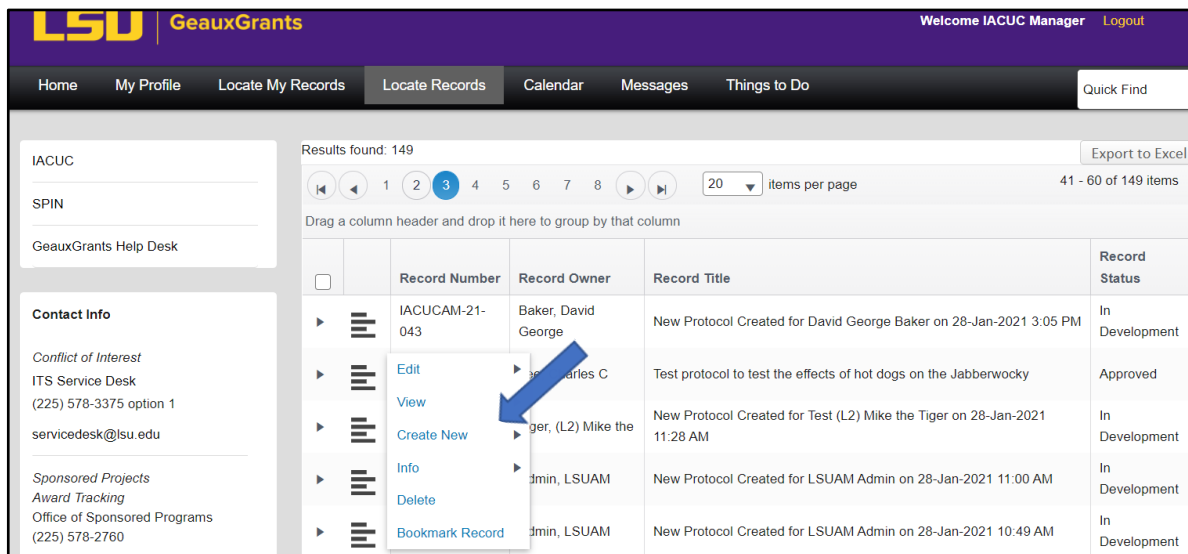
## Submitting an Amendment

Login through myLSU or by <https://www.lsu.edu/geauxgrants/>. You log in to GeauxGrants with your PAWS user ID and password.

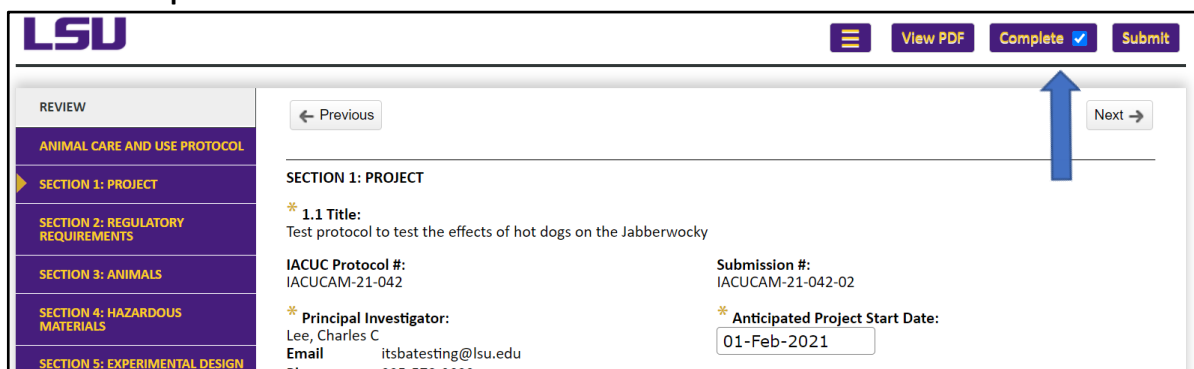
- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- Locate the protocol to modify under **Locate Records**.



- Click the hyperlink of the study you want to modify. Click **Create New** then **Amendment**.



- Uncheck **Complete**.





- Click on **Section 1: Project** on the left hand side. Then change the Submission Type from Initial Application to **Amendment**. Proceed to edit the form with changes.

The screenshot shows the LSU IACUC web application interface. On the left, a sidebar lists sections from 'ANIMAL CARE AND USE PROTOCOL' to 'SECTION 8: INVESTIGATOR'S STATEMENT'. 'SECTION 1: PROJECT' is highlighted with a blue arrow. The main content area displays the 'SECTION 1: PROJECT' form. It includes a 'Previous' button, a 'Next' button, and a text area for '1.1 Title' containing 'New Protocol Created for Test (L2) Mike the Tiger on 12-Nov-2020 10:06 AM'. Below this are fields for 'IACUC Protocol #' (IACUCAM-20-041), 'Submission #' (IACUCAM-20-041-02), 'Principal Investigator' (Tiger, Mike the, Email: kadams11@lsu.edu), 'Anticipated Project Start Date' (12-Nov-2020), and 'Submission Type' (Amendment). A blue arrow points to the 'Amendment' dropdown menu.

- After you edit the form, click on **Amendment** and answer the questions.

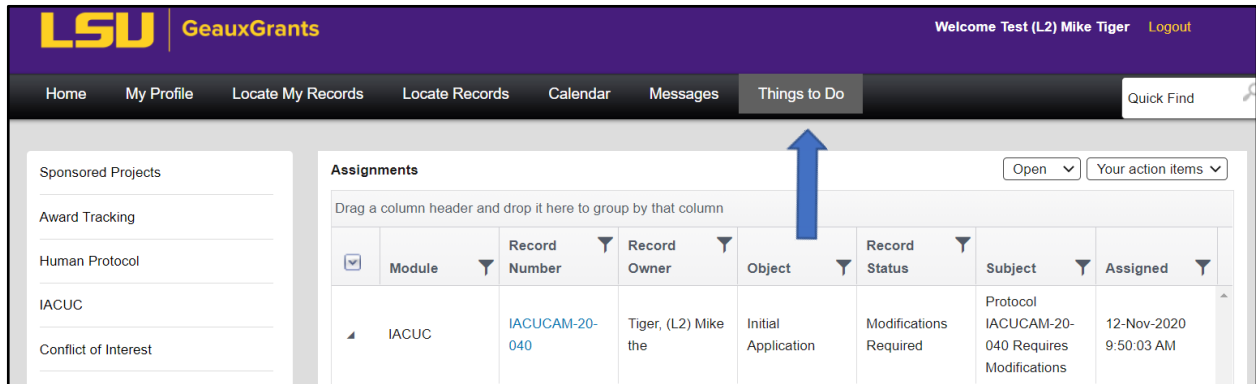
The screenshot shows the LSU IACUC web application interface. On the left, a sidebar lists sections from 'ANIMAL CARE AND USE PROTOCOL' to 'ALL PAGES'. 'AMENDMENT' is highlighted with a blue arrow. The main content area displays the 'AMENDMENT' form. It includes a 'Previous' button and a list of checkboxes for types of changes: 'Change in animal species / strain', 'Add/repeat experiments', 'Change in animal procedure (add/modify/remove)', 'Change in method of euthanasia', 'Change in location of animal usage', 'Change in project title', 'Other', 'Change in animal numbers', 'Add an exogenous agent', 'Change in hazardous agent use', 'Change in pain or distress category', 'Change in funding source', and 'Change in anesthesia or analgesia'. Below the list are three numbered questions: '1. Clearly state (list) and describe all proposed changes in detail.', '2. Are additional animals being requested as part of this amendment? Yes No', and '3. Justify the need for these proposed changes. Briefly describe how the proposed changes relate to the original goals of the approved protocol.' A blue arrow points to the 'AMENDMENT' section in the sidebar.

- Once finished, on the top right, make sure to click on **Save**, mark **Complete** and then **Submit**. This will send notice to the IACUC that an Amendment has been submitted for review and approval.

## Revisions/Modifications Required by the IACUC

Login through myLSU or by <https://www.lsu.edu/geauxgrants/>. You login to GeauxGrants with your PAWS user ID and password.

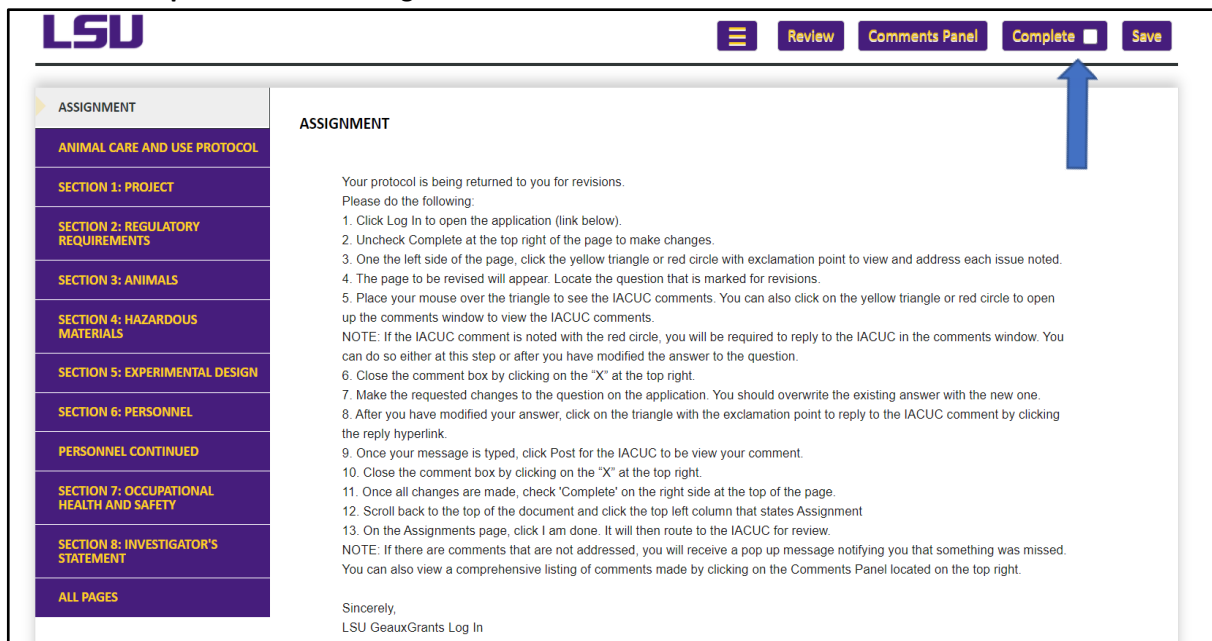
- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- Once logged in, click on **Things to Do** and select the protocol that requires modifications.



The screenshot shows the GeauxGrants interface. At the top, there is a navigation bar with 'Home', 'My Profile', 'Locate My Records', 'Locate Records', 'Calendar', 'Messages', and 'Things to Do'. A blue arrow points to the 'Things to Do' menu item. Below the navigation bar, there is a sidebar on the left with 'Sponsored Projects', 'Award Tracking', 'Human Protocol', 'IACUC', and 'Conflict of Interest'. The main content area is titled 'Assignments' and contains a table with the following data:

Module	Record Number	Record Owner	Object	Record Status	Subject	Assigned
IACUC	IACUCAM-20-040	Tiger, (L2) Mike the	Initial Application	Modifications Required	Protocol IACUCAM-20-040 Requires Modifications	12-Nov-2020 9:50:03 AM

- Uncheck **Complete** to make changes.



The screenshot shows the details of an assignment. At the top right, there are buttons for 'Review', 'Comments Panel', 'Complete' (with an unchecked checkbox), and 'Save'. A blue arrow points to the 'Complete' button. The main content area is titled 'ASSIGNMENT' and contains the following text:

Your protocol is being returned to you for revisions. Please do the following:

1. Click Log In to open the application (link below).
2. Uncheck Complete at the top right of the page to make changes.
3. On the left side of the page, click the yellow triangle or red circle with exclamation point to view and address each issue noted.
4. The page to be revised will appear. Locate the question that is marked for revisions.
5. Place your mouse over the triangle to see the IACUC comments. You can also click on the yellow triangle or red circle to open up the comments window to view the IACUC comments.

NOTE: If the IACUC comment is noted with the red circle, you will be required to reply to the IACUC in the comments window. You can do so either at this step or after you have modified the answer to the question.

6. Close the comment box by clicking on the "X" at the top right.
7. Make the requested changes to the question on the application. You should overwrite the existing answer with the new one.
8. After you have modified your answer, click on the triangle with the exclamation point to reply to the IACUC comment by clicking the reply hyperlink.
9. Once your message is typed, click Post for the IACUC to be view your comment.
10. Close the comment box by clicking on the "X" at the top right.
11. Once all changes are made, check 'Complete' on the right side at the top of the page.
12. Scroll back to the top of the document and click the top left column that states Assignment
13. On the Assignments page, click I am done. It will then route to the IACUC for review.

NOTE: If there are comments that are not addressed, you will receive a pop up message notifying you that something was missed. You can also view a comprehensive listing of comments made by clicking on the Comments Panel located on the top right.

Sincerely,  
LSU GeauxGrants Log In

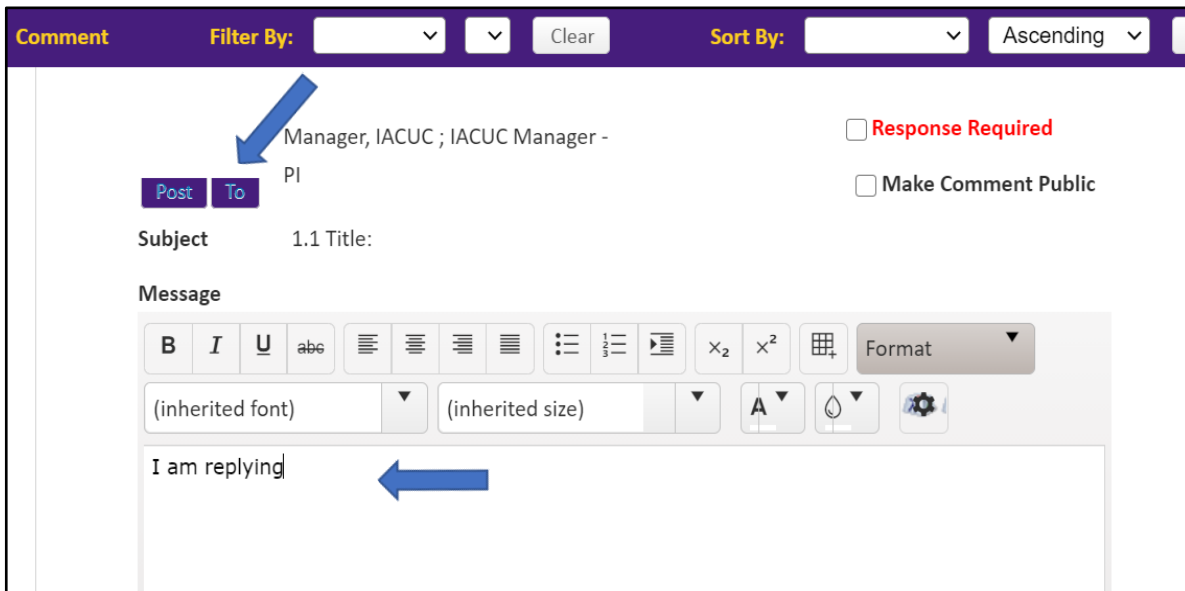
- On the left side of the page, click the **yellow triangle** or **red circle** with the center exclamation point. The page to be revised will appear.

**NOTE:** Red Circle indicates you must reply to the IACUC in the comments box.  
 Yellow Triangle indicates replying to the comment is not required.

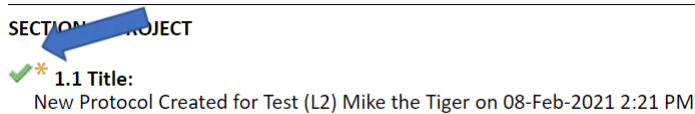
- To view the IACUC comments, find the red circle or yellow triangle on the page, and **click** to expand the comments box and review the comment. At this point, you can address the comment by clicking on **Reply** or **close** the window. To reply to the comment, see instructions on next page.

- Make the requested changes on the application.

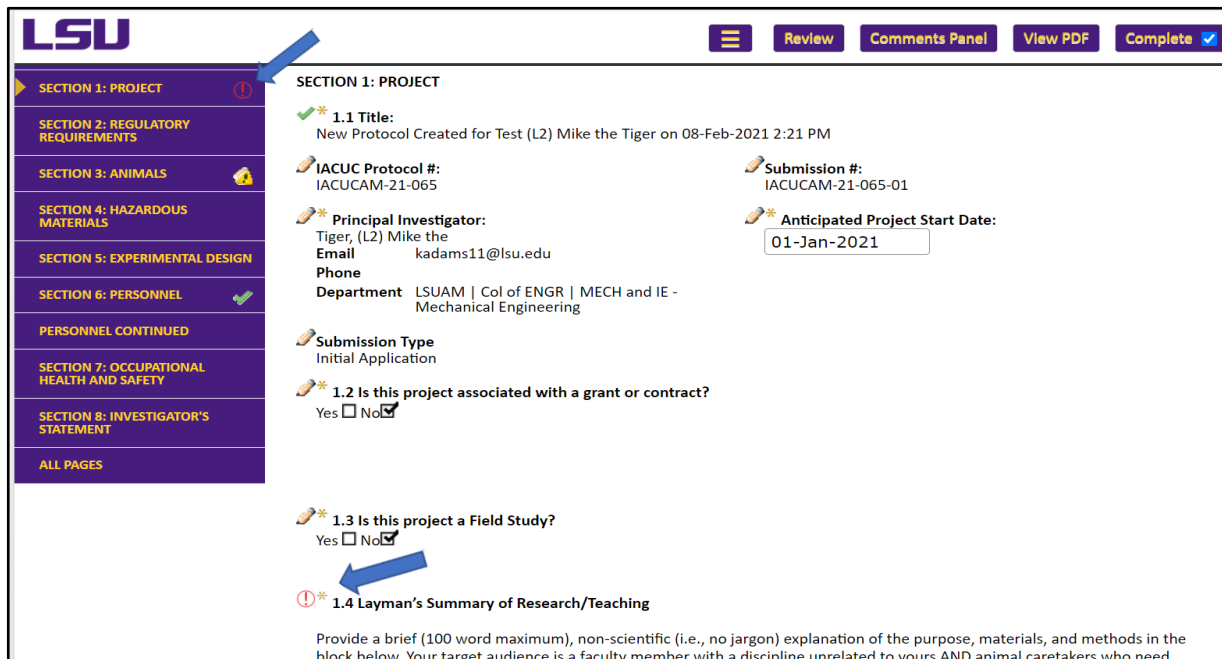
- If the comment is noted with a red circle, in addition to making the requested changes on the application, you must reply to the IACUC. Click on **Reply**, and type your explanation of the changes made in the Message box. Make sure to address the comment to the appropriate party by clicking on **To**. Most of the time the choice should be to the **IACUC Manager-PI**. Choose **Post** to reply to the comment and close the window.



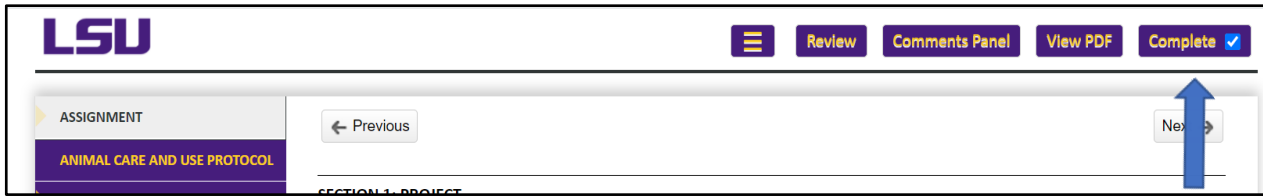
**NOTE:** A green check will appear on the application if the comment has posted.



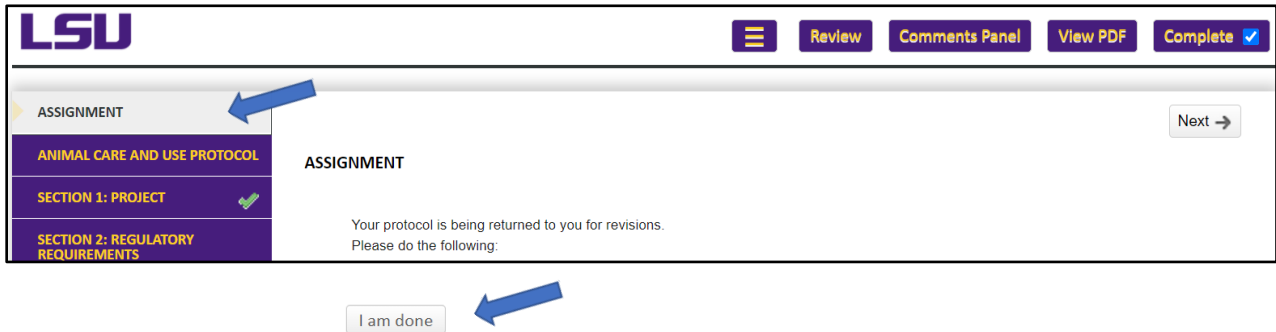
- If you still see a red circle on the right hand side after addressing comments, then you missed one! Go back to that Section and look through the page to find the comment missed. You should not see any red circles if all comments have been addressed.



- Once all changes are made, check **Complete** at the top of the page.



- Go to the **Assignment** page by clicking the top left column. Click **I am done** towards the bottom of the page. It will then route to the IACUC for review.



## Copy an Existing Application

Login through myLSU or by <https://www.lsu.edu/geauxgrants/>. You login to GeauxGrants with your PAWS user ID and password.

- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- On the IACUC landing page, click **Copy from Existing**

The screenshot shows the GeauxGrants IACUC landing page. The header is purple with the LSU GeauxGrants logo and a user welcome message: "Welcome Test (L2) Mike Tiger Logout". The navigation bar includes Home, My Profile, Locate My Records, Locate Records, Calendar, Messages, Things to Do, and Quick Find. The left sidebar contains links for Sponsored Projects, Award Tracking, Human Protocol, IACUC, Conflict of Interest, SPIN, and GeauxGrants Help Desk. The main content area is titled "IACUC" and has a "Create New" section with buttons for Initial Application, Amendment, Annual Review, Deviation / Incident, Project Closure, Test, and Copy from existing. A blue arrow points to the "Copy from existing" button. Below is an "Accessing Records/Reporting" section with buttons for "Locate records by using filters" and "Show a listing of All my records".

- Type the **protocol number** to copy and click **Continue**. A new application will appear with the information populated. If you do not know your IACUC protocol number, click **Browse for Protocol**.

The screenshot shows the "Create From Existing" form in GeauxGrants. The form has a "Close" button on the left and a "Browse for Protocol" button on the right. It contains two input fields: "Protocol Number to copy:" and "New Institution No.". A "Continue" button is next to the first field, with a blue arrow pointing to it. Below the input fields is an "Include" section with a list of checkboxes: Anesthesia & Euthanasia, Drugs & Devices, Keywords, Procedures, Species, Locations, and UDF's, all of which are checked. A blue arrow points up to the "Browse for Protocol" button.

- If you browse for your protocol, under “Apply Filters”, click **Set** next to the filter you choose. Type in the information and click **Save**. Click **Go** on the “Apply Filters” line.

Add Animal Protocol Close

Select by Number  Go

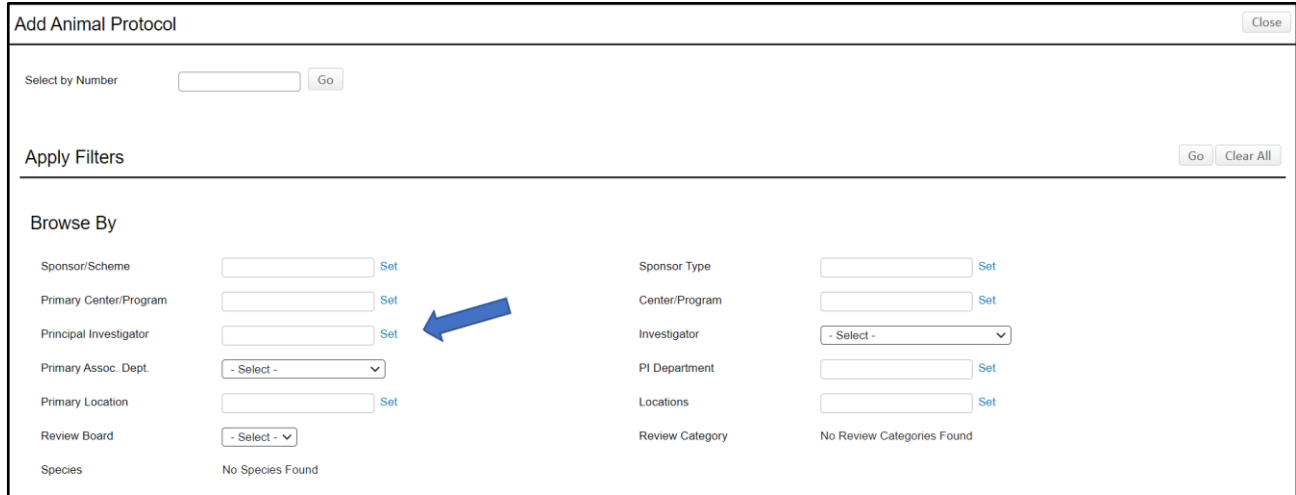
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Apply Filters Go Clear All

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Browse By

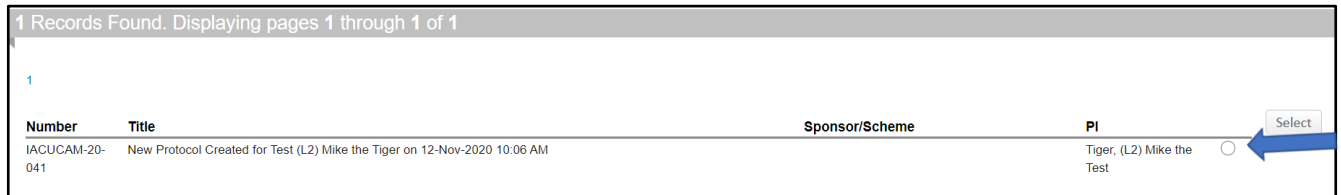
Sponsor/Scheme	<input type="text"/>	Set	Sponsor Type	<input type="text"/>	Set
Primary Center/Program	<input type="text"/>	Set	Center/Program	<input type="text"/>	Set
Principal Investigator	<input type="text"/>	Set	Investigator	- Select -	▼
Primary Assoc. Dept.	- Select -	▼	PI Department	<input type="text"/>	Set
Primary Location	<input type="text"/>	Set	Locations	<input type="text"/>	Set
Review Board	- Select -	▼	Review Category	No Review Categories Found	
Species	No Species Found				



- The records found will show at the bottom of the page. Click the **circle** next to the application you wish to copy and click **Select**.

1 Records Found. Displaying pages 1 through 1 of 1

Number	Title	Sponsor/Scheme	PI	Select
IACUCAM-20-041	New Protocol Created for Test (L2) Mike the Tiger on 12-Nov-2020 10:06 AM		Tiger, (L2) Mike the Test	<input type="radio"/>

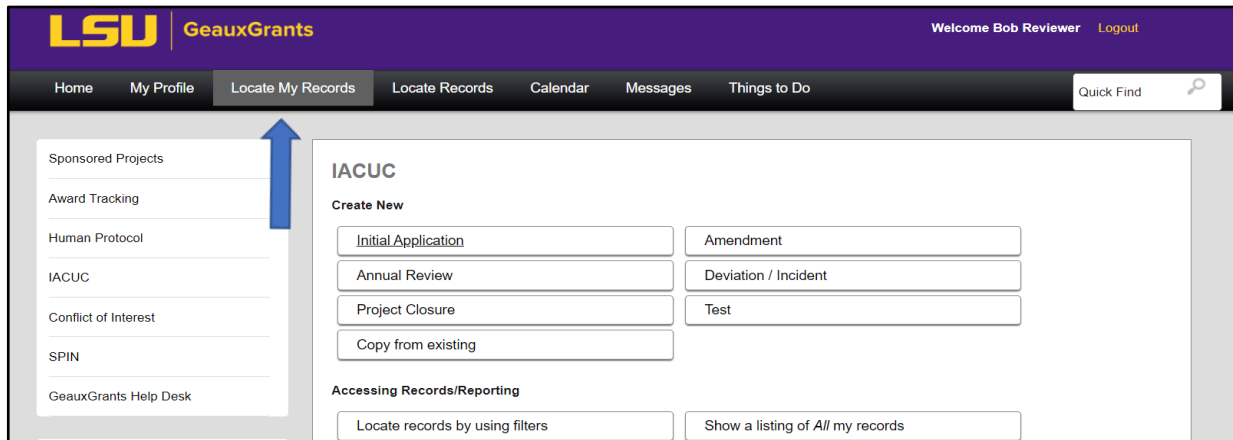


- A new application will appear with the information populated.
- Continue to complete the application and submit to the IACUC. Follow steps on page 7 to submit to the IACUC.

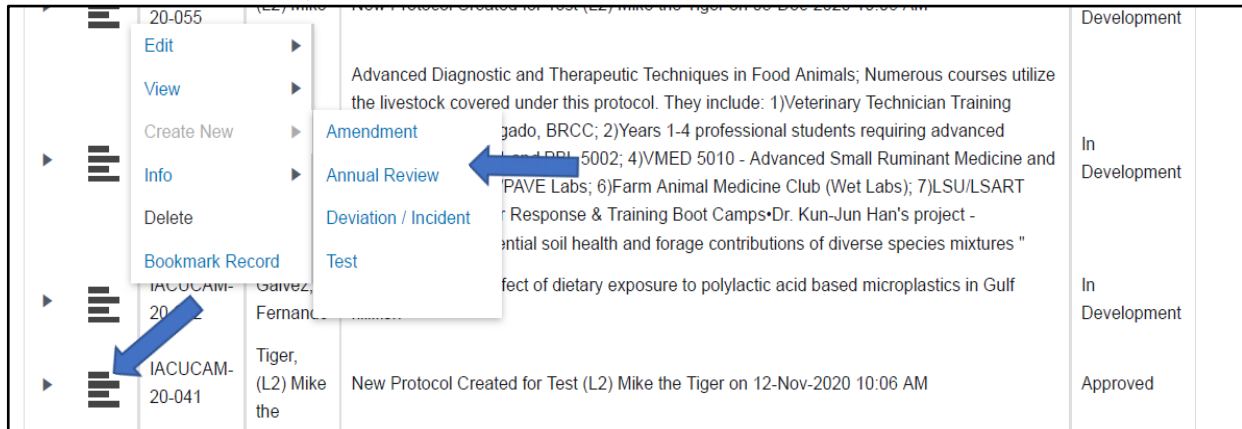
## Submitting an Annual Review

Login through myLSU or by <https://www.lsu.edu/geauxgrants/>. You login to GeauxGrants with your PAWS user ID and password.

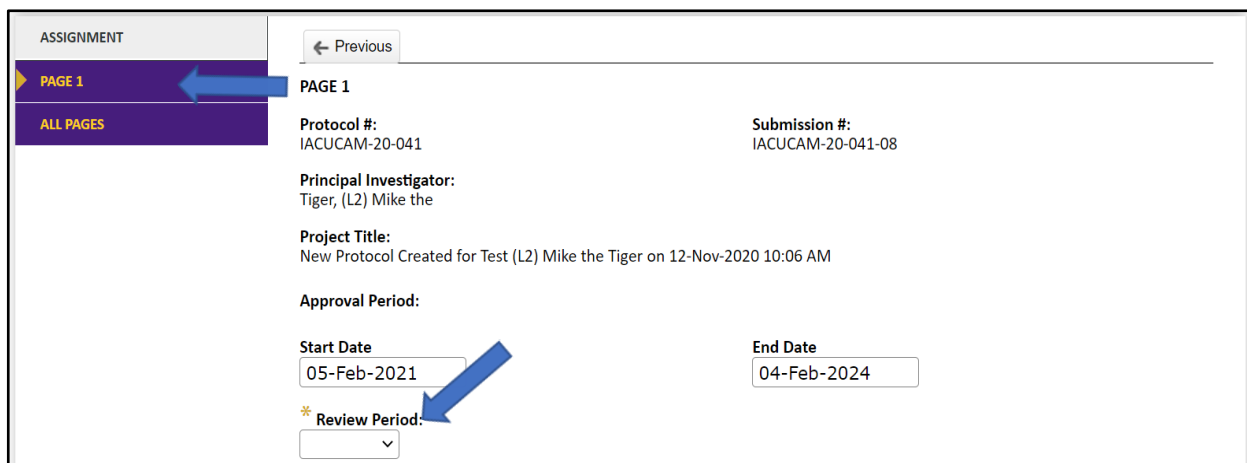
- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- Locate the protocol that requires the Annual Review under **Locate My Records**.



- Locate the protocol that requires the Annual Review and click on the lines to the left. Then choose **Create New, Annual Review**.



- Go to Page 1 and complete the questions. Select the **Review Period** and complete as applicable.








- To add the number of animals used during the project, click on the **yellow plus** sign and enter the information in the table.





**4. ANIMAL NUMBERS**  
Please complete the table below indicating number of animals used since the start of the project. This section applies to all protocols including Field Studies, Clinical Protocols, and protocols that only use cadavers (regardless of animal source).

Species (common name)	Number animals approved for the protocol	TOTAL number of animals used to date on this protocol
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Once the form is completed, **Save**, check **Complete** and then **Submit**.

LSU

**PAGE 1**


**ALL PAGES**

**PAGE 1**

**Protocol #:**  
IACUCAM-21-076

**Submission #:**  
IACUCAM-21-076-02

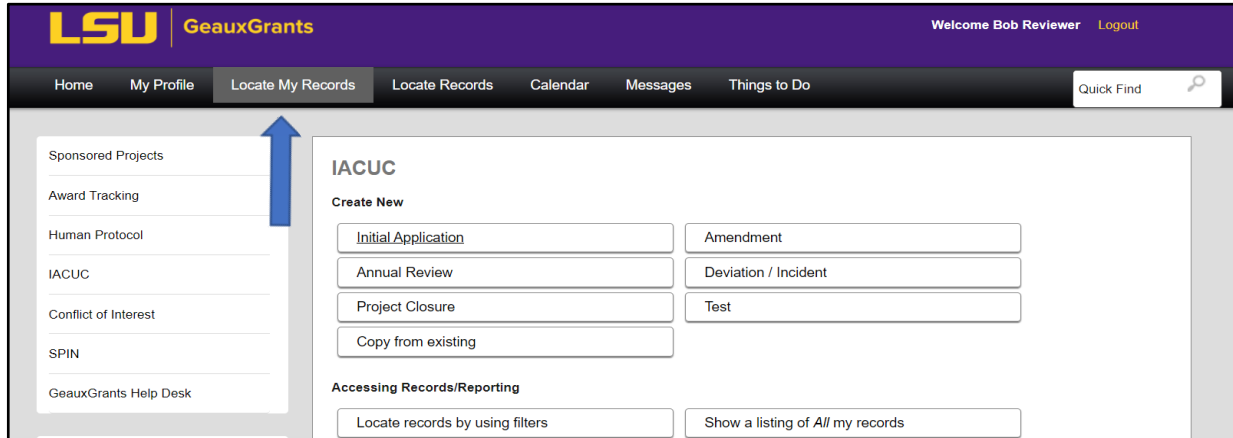
**Principal Investigator:**



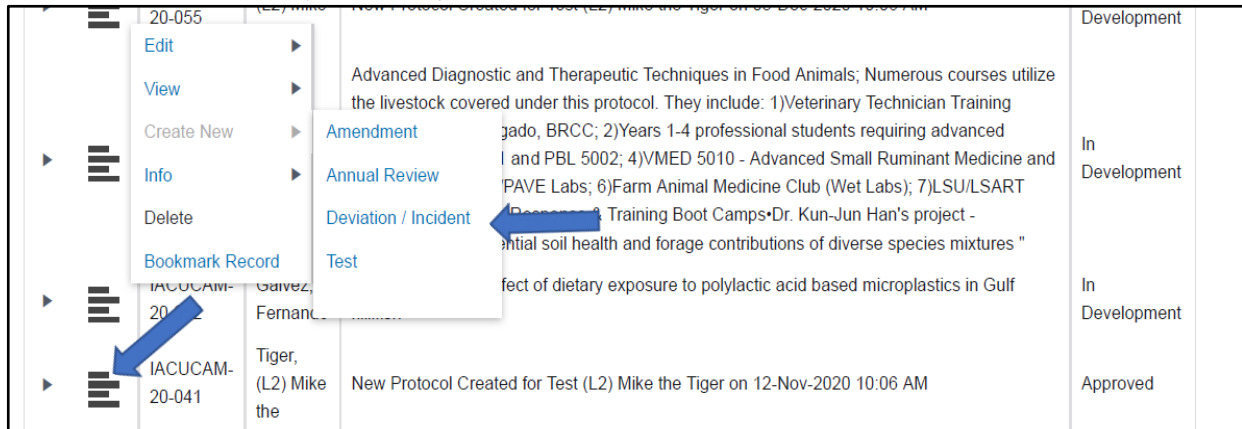
## Submitting a Deviation / Incident

Login through myLSU or by <https://www.lsu.edu/geauxgrants/>. You login to GeauxGrants with your PAWS user ID and password.

- On the GeauxGrants home page, click **IACUC** on the left side of the page.
- Click on **Locate My Records** for a list of your protocols.



- Locate the protocol that requires the Deviation/Incident report and click on the lines to the left. Then choose **Create New, Deviation/Incident**.



- Once the form is completed, **Save**, check **Complete** and then **Submit**.

