

# IACUC Update

Institutional Animal Care and Use Committee  
The University of Texas at Austin

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## Important Message Regarding Paper Protocols

**\*\*\*\*\*Effective April 23, 2010, all new and third-year resubmissions must be submitted via eProtocol IACUC\*\*\*\*\***

Any protocol that has been approved using the Word Doc format may continue to use the paper forms for the life of that protocol (up to three years from the original date of approval). These forms will remain on the "forms" section of the IACUC website.

Investigators may voluntarily transition their protocol into **eProtocol IACUC** at any time. Please note that until your eProtocol is approved, you must maintain and abide by the procedures described and approved in your existing protocol.

Please contact the IACUC Program Coordinator in the Office of Research Support if you have any questions.

## Paper Forms Updated

The Annual Protocol Update Form (APUF) and the Protocol Modification Form (PMF) have been updated. Be sure to use the new versions. In addition, the Protocol Personnel Modification Form (PPMF) must be used when adding or removing personnel. These forms are on the IACUC website.

## Annual Protocol Update Forms

Once an Animal Utilization Proposal (AUP or protocol) has been approved, the PI is responsible for keeping the protocol current. **Do not ignore the warning emails that are emailed automatically from our database.**

The Annual Protocol Update Form (APUF) is very short: check the appropriate boxes, list the current active personnel, and list the species and number of animals used in the last year.

The APUF needs to be approved prior to the expiration of your protocol. Therefore, **your APUF must be submitted no later than 15 days prior to protocol expiration.**

## eProtocol Tips of the Month

A few tips on navigating eProtocol IACUC:

- **Radio buttons**  **Yes**  **No** mean that you may select only one item from that group.
- **Check boxes**  allow you to select more than one item from that group.
- **Tabs** are used in parts of the application, such as procedures, where there are different sections of information required. Click on the tab name (for example, *Surgeon Details*) or the **NEXT** button to advance to the next tab. Remember: complete all of the tabs.

Surgery Info	Surgeon Details	Anesthetic Regimen	Procedure Description	Perioperative Care	Other Drugs Utilized
Surgery Info <span style="float:right">Next</span>					
Specific room number where surgery is performed: <input type="text" value="ARC 1.150"/>					
Surgery Type:* <input type="text" value="--Please Select--"/> <span style="float:right">Next</span>					
<small>ALSO NOTE: The Guide defines major surgery as one that "penetrates and exposes a body cavity or produces substantial impairment of physical or physiological functions" and the USDA defines a major operative procedure as "any surgical intervention that penetrates and exposes a body cavity or any procedure that produces permanent impairment of physical or physiological functions."</small>					
Will this project include Multiple Major Survival Surgery (MMSS)? <input type="radio"/> Yes <input checked="" type="radio"/> No					
<small>PLEASE NOTE: If multiple major survival procedures are to be performed, you will be asked for specific justification in Procedure Relationships section of this form.</small>					
Number of animals per year: <input type="text"/>					
<span style="float:right">Next</span>					

- Click on the **Check for Completeness** left-hand menu option when you believe you have finished entering all of the necessary information. You will see a report indicating which sections may be missing information.

**PLEASE NOTE: The check for completeness feature cannot check to see if all of the necessary supporting documents have been attached. Be sure to double-check that this has been done before you submit your protocol.**

The next IACUC Full-Committee Review (FCR) is **April 19, 2010.**

The deadline to submit materials for review is **March 26, 2010.**

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