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.

Contents
Helpful Information before getting started: ................................................................. 2
Creating and Submitting an Animal Care and Use Protocol Application ........................................ 2
Submitting an Amendment ................................................................................................. 8
Revisions/Modifications Required by the IACUC ................................................................. 10
Copy an Existing Application .............................................................................................. 14
Submitting an Annual Review ............................................................................................. 16
Submitting a Deviation / Incident ...................................................................................... 18
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 and Apply Filters](image)

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

![SECTION 3: ANIMALS](image)

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

![Personnel - Review](image)

• 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.

![Personnel Listing](image)
• Select the role for 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](image)

• 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](image)
• 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](image)

• 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.

![Section 8: Investigator’s Statement](image)

• 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.

![GeauxGrants Home Page](image1)

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

![GeauxGrants Locate Records](image2)

- Uncheck Complete.

![GeauxGrants Amendment Form](image3)
• 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.

![Image of LSU form with amendments highlighted]

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

![Image of LSU form with amendments highlighted]

• 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.

Uncheck Complete to make changes.
• 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.

![Image of IACUC application interface]

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

**SECTION 1: PROJECT**

- **1.1 Title:** New Protocol Created for Test (L2) Mike the Tiger on 08-Feb-2021 2:21 PM

• 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.

![Image of LSU project application]

Provide a brief (100 word maximum), non-scientific (i.e., no jargon) explanation of the purpose, materials, and methods in the block below. Your target audience is a faculty member with a discipline unrelated to yours AND animal caretakers who need
• Once all changes are made, check **Complete** at the top of the page.

![Image of Assignment 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.

![Image of Assignment page with 'I am done' button highlighted]
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

![IACUC landing page]

- 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.

![Create From Existing window]
• 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](image1.png)

• 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**.

![Records Found](image2.png)

• 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.

---

15 | Page
Submitting an Annual Review

Login through myLSU or by [https://www.lsu.edu/geauxgrants/](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.

![Image of table](https://example.com)

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).

<table>
<thead>
<tr>
<th>Species (common name)</th>
<th>Number animals approved for the protocol</th>
<th>TOTAL number of animals used to date on this protocol</th>
</tr>
</thead>
</table>

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

![Image of form](https://example.com)
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.

![GeauxGrants home page]

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

![List of protocols]

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