

IACUC 101



What is it?

- The Institutional Animal Care and Use Committee (IACUC) (pronounced eye-a-cook) examines all research proposals involving animal subjects.
- The IACUC will review any research or teaching activity involving live animals to ensure humane and ethical care of the animals.

- The IACUC will either approve your research or require revisions be made
- If it is found that you collected data BEFORE being approved by the IACUC, **the IACUC will immediately terminate your study and confiscate all data.**



Who sits on an IACUC?

- The IACUC consists of:
 - A veterinarian
 - A community member
 - A scientific member
 - An institution official
 - Other scientific and non-scientific members

How do I start?

1. Generate a research question
2. Acquire a faculty advisor (if you're a student)
3. Generate your literature review, research methods, potential subjects, etc.
4. Fill out the correct application form
5. Submit the application to Blackboard
6. Await IACUC response
7. Contingent on:
 - a) Approval, begin data collection
 - b) Revisions, make the revisions and complete steps 5-7

Which application do I use?

Where will the
research take
place?

Field Work
(outdoors or in
the wild)

Lab Work
(indoors/in a
laboratory)

Protocol for
Animal Care and
Use (Field
Project Form)

Protocol for
Animal Care and
Use (Lab Project
Form)



The next section will show you
how to enroll on Blackboard.

Enrolling on Blackboard


1. Go to the UCMO Blackboard login page and log in

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LEARNING TO A GREATER DEGREE

BLACKBOARD
app003

Blackboard Login

Welcome to the **Blackboard** e-Education platform at the University of Central Missouri.
Enter your network username and password below and click Login.

Username:
Password:

[Forgot Your Password?](#)

Create Your Blackboard Profile
Review the **new features** of Blackboard 9.1.
Learn about the new Banner-Blackboard **SIS Integration**

Links


Quick Links


- > Username/Password
- > Logging In
- > Blackboard Tests
- > Uploading Documents
- > Browser Check
- > Internet Speed Test
- > Create Blackboard Profile
- > Plagiarism Help


UCM DMCA Agent

UCM Home

Compatibility Check



Browser: Chrome 56.0
Platform: Windows 7 64-bit


Java Script


Cookies

See the full [Browser Check](#), including information on what to do if your computer does not pass the checks listed.


UCM Technology Support

TECHNOLOGY SUPPORT CENTER

Phone: (660) 543-4357
Hours: 24/7
email: tsc@ucmo.edu

[Bb Self Help](#)
[Faculty Help](#)
[Student Help](#)

Blackboard Student



Available on the
App Store

ANDROID APP ON
Google play

Enrolling on Blackboard

2. Click on “My Community”

The screenshot displays the Blackboard user interface. At the top, a black navigation bar contains three tabs: 'My Learning', 'My Community' (which is highlighted with a green circle), and 'Browser Check'. Below this, a beige bar features a 'Personalize Page' button and a 't' icon. The main content area is divided into three columns. The left column has a red header 'My Announcements' and contains the text: 'No Institution Announcements have been posted in the last 7 days.' and 'No Course or Organization Announcements have been posted in the last 7 days.', with a 'more announcements...' link. The middle column has a red header 'My Courses' and contains the text: 'You are not currently enrolled in any courses.' Below this is a red header 'Courses: Quick View' and the text: 'You are not currently participating in any courses.' The right column has a red header 'My Tasks' and contains the text: 'My Tasks:' and 'No tasks due.', with a 'more tasks...' link.

Enrolling on Blackboard

3. Click on “Browse Organization Catalog”

The screenshot displays the Blackboard user interface. At the top, there is a navigation bar with 'Add Module' on the left and 'Personalize Page' with a dropdown arrow on the right. Below this, the main content area is divided into several sections:

- Organization Search:** Contains a search input field and a 'Go' button.
- My Organizations:** Displays 'Organizations where you are: Participant' and lists 'Human Subjects Committee'.
- Organization Catalog:** Contains a folder icon labeled 'Student Support' and a link labeled 'Browse Organization Catalog', which is circled in green.
- Institution Discussion Boards:** Displays the message 'No Discussion Boards have been selected for display.'
- Discussion Board Creation:** Displays the message 'Request the creation of an institution discussion board. Click here to send a request email.'

Enrolling in Blackboard

4. Type “iacuc” in the space provided and click “Go”.

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LEARNING TO A GREATER DEGREE

My Learning My Community Browser Check

Organization Catalog | ?

Browse Organization Catalog

Search Catalog Organization Name Contains AND Creation Date Before

Browse Categories
Select a category to see only courses belonging to that category

Enrolling in Blackboard

5. You will see this on your screen.

Browse Organization Catalog

Search Catalog

Organization Name

Contains

iacuc

AND Creation Date Before

04/01/2017

Go

Browse Categories
Select a category to see only courses belonging to that category

--unspecified category--

Go

Organization ID	Organization Name	Leader Names	Description	Textbooks
60IACUC1404	IACUC		Institutional Animal Care and Use Committee	

Displaying 1 to 1 of 1 items

Show All

Edit Paging...

Enrolling in Blackboard

6. Click the drop down arrow that appears when the mouse hovers over “60IACUC1404”.

Organization Catalog

Search Catalog Organization Name Contains AND Creation Date Before

Browse Categories

Select a category to see only courses belonging to that category

--unspecified category--

Organization ID	Organization Name	Leader Names	Description	Textbooks
60IACUC1404	IACUC		Institutional Animal Care and Use Committee	

Displaying 1 to 1 of 1 items

Enrolling in Blackboard

7. Click “Enroll”

Browse Organization Catalog

Search Catalog Organization Name Contains iacuc AND Creation Date Before 04/01/2017 Go

Browse Categories
Select a category to see only courses belonging to that category
--unspecified category-- Go

Organization ID	Organization Name	Leader Names	Description	Textbooks
60IACUC1404	IACUC		Institutional Animal Care and Use Committee	

Displaying 1 to 1 of 1 items Show All Edit Paging...

Enroll

Enrolling in Blackboard

8. Click “Submit”

Self Enrollment

Cancel Submit

ENROLL IN ORGANIZATION: IACUC (601ACUC1404)

Instructor:

Description:

Institutional Animal Care and Use Committee

Categories:

Education: Higher Education

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel Submit

You are now enrolled. In the next section you will learn how to access and submit an application.

Accessing an Application

- The following example will be the Protocol for Animal Care and Use (Field Project Form)



Accessing an Application

1. After logging in to your UCMO Blackboard account, click “My Community”. You will see this screen. Click “IACUC”.

The screenshot shows the Blackboard interface for Central Missouri State University. The top navigation bar includes links for 'My Learning', 'My Community' (which is highlighted with a green circle), and 'Browser Check'. Below this, there is a section for 'Add Module' and a 'Personalize Page' button. The main content area is divided into several sections:

- Organization Search:** A search bar with a 'Go' button.
- My Organizations:** A section titled 'Organizations where you are: Participant'. It lists 'Human Subjects Committee' and 'IACUC' (which is circled in green).
- Organization Catalog:** A section with a 'Student Support' link and a 'Browse Organization Catalog' link.
- Institution Discussion Boards:** A section stating 'No Discussion Boards have been selected for display.'
- Discussion Board Creation:** A section with a link to 'Request the creation of an institution discussion board' and a link to 'Click here to send a request email.'

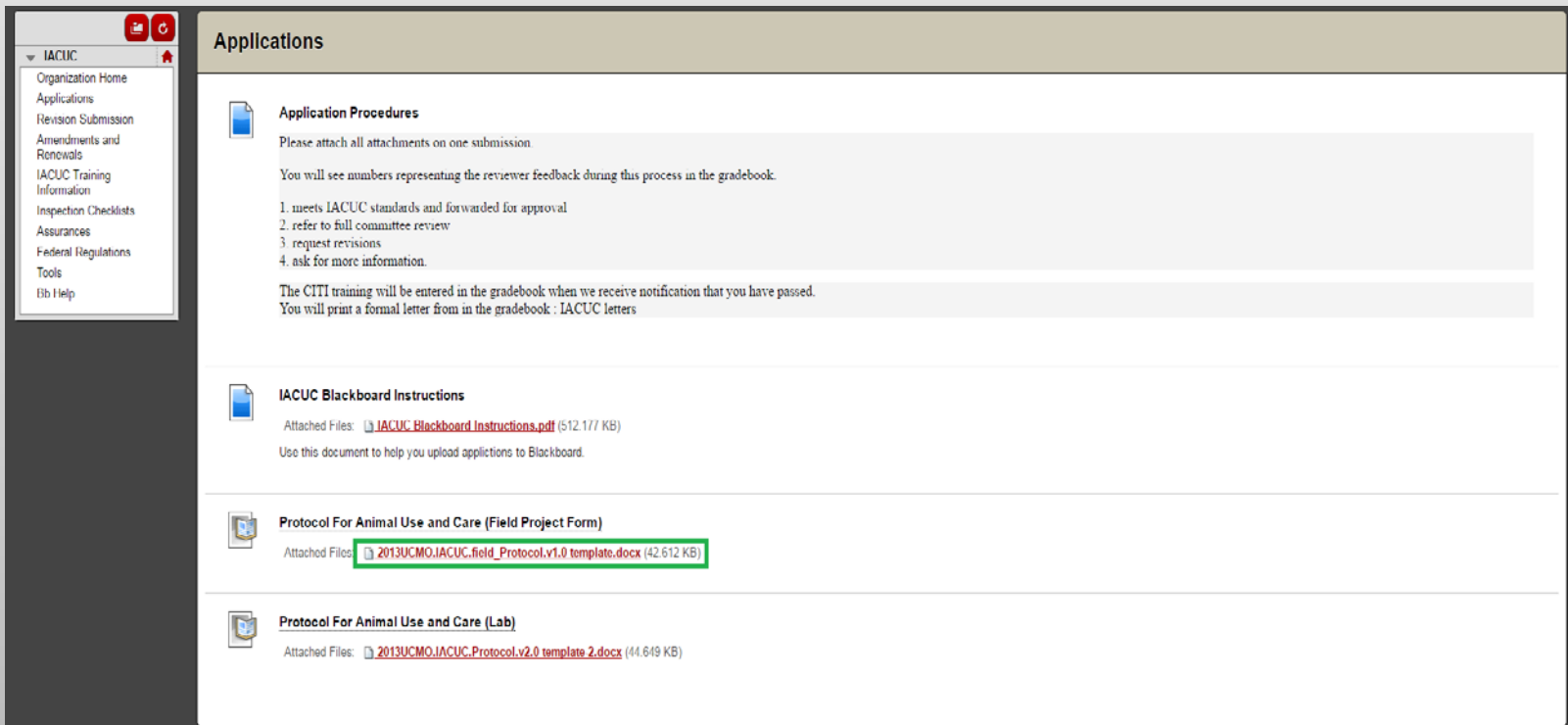
Accessing an Application

2. Click on “Applications”.

The screenshot displays the 'Organization Home' dashboard of an IACUC system. On the left, a navigation menu lists various options: Organization Home, Applications, Revision Submission, Amendments and Renewals, IACUC Training Information, Inspection Checklists, Assurances, Federal Regulations, Tools, and Bb Help. The 'Applications' item is circled in green. The main content area is titled 'Organization Home' and contains several sections: 'My Announcements' (no announcements in the last 7 days), 'My Tasks' (no tasks due), 'What's New' (1 new course/organization), and 'Needs Attention' (no items). On the right, an 'Alerts' section shows 'Past Due', 'Retention Center Alerts', and 'Activity Alerts', all with 'No Notifications'. The dashboard includes user profile icons, 'Edit Notification Settings' buttons, and 'Actions' dropdown menus. A timestamp 'Last Updated: March 31, 2017 12:15 PM' is visible at the bottom of the 'What's New' and 'Needs Attention' sections.

Accessing an Application

3. Click on the link under “Protocol for Animal Care and Use (Field Project Form)” and open the document.



The screenshot displays the IACUC Applications page. On the left is a navigation menu with links: Organization Home, Applications, Revision Submission, Amendments and Renewals, IACUC Training Information, Inspection Checklists, Assurances, Federal Regulations, Tools, and Iib Help. The main content area is titled "Applications" and contains several sections:

- Application Procedures**: Includes instructions to attach all attachments on one submission and a list of steps: 1. meets IACUC standards and forwarded for approval, 2. refer to full committee review, 3. request revisions, 4. ask for more information. It also mentions CITI training and IACUC letters.
- IACUC Blackboard Instructions**: Attached file: [IACUC Blackboard Instructions.pdf](#) (512.177 KB). Use this document to help you upload applications to Blackboard.
- Protocol For Animal Use and Care (Field Project Form)**: Attached file: [2013UCMO.IACUC.field_Protocol.v1.0 template.docx](#) (42.612 KB). This link is highlighted with a green box.
- Protocol For Animal Use and Care (Lab)**: Attached file: [2013UCMO.IACUC.Protocol.v2.0 template 2.docx](#) (44.619 KB).

Accessing an Application

4. You will open a document that looks like this...

Double-click to hide white space

PROTOCOL FOR ANIMAL USE AND CARE
Field Project Form
University of Central Missouri
E-mail to: researchreview@ucmo.edu
Please use a minimum font size of 10

IACUC USE ONLY

**PROTOCOL:
EXPIRES:**

1. Contacts:

Investigator		Alternate Contact	
Last Name:		Last Name:	
First:	MI:	First:	MI:
E-mail:		E-mail:	
Department/ Affiliation:		Department/ Affiliation:	
Phone / after hrs:		Phone / after hrs:	

This application has been submitted electronically to my faculty advisor at the same time I have submitted this application. I have reviewed the protocol with my advisor and we believe that it is scientifically sound. My advisor has agreed to:

- Oversee this research by communicating regularly with me;
- Assist with the resolution of any problems or concerns encountered during the research;
- Assure that the UCM IACUC is notified in the event of an adverse event or protocol deviation.

2. Title

3. Species (common names):	Total number for study	Conservation Status of the species:

4. Procedures: Briefly describe the animal procedures included in this project using language for non-scientific personnel. This page is posted on the animal room door for animal care staff and must be clear and understandable to the staff. There will be additional space for a detailed experimental protocol.

5. Animal Location

Overnight housing	Study area / Laboratory (Room/Bldg.)

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Animals will be maintained by: [] Vivarium, [] Investigator (If investigator maintained, please attach husbandry SOPs.)

6. Funding and Funding Source

Is the protocol for newly funded NIH research? Yes ☐ No ☐ Funding Source:

7. If wildlife requires veterinary care due to experimental procedures all UCM investigators will contact Lakeside Nature Center located at 4701 East Gregory Blvd by calling 816-513-9860.

8. Objective and Significance:

Please provide a brief description of the objectives and significance of the study, bearing in mind your target audience may be a faculty member from an unrelated discipline.

Objective:

Significance: Please provide a statement of relevance to human or animal health, the advancement of knowledge, or the good of society.

9. Literature search for alternatives and unnecessary duplication: Federal law specifically requires this section. Alternatives should be considered for any aspect of this protocol that may cause more than momentary or slight pain or distress to the animals. Alternatives to be considered include those that would: 1) **refine** the procedure to minimize discomfort that the animal(s) may experience; 2) **reduce** the number of animals used overall; or 3) **replace** animals with non-animal alternatives.

a) Databases: List a minimum of two databases searched and/or other sources consulted. Include the years covered by the search. The literature search must have been performed within the last six months.

Database Name	Years Covered	Keywords / Search Strategy	Date

b) Result of search for alternatives: Please comment on the application(s) of any identified alternatives, including how these alternatives may be or may not be incorporated to modify a procedure to either lessen or eliminate potential pain and distress.

c) Animal numbers justification: Please describe the consideration given to reducing the number of animals required for this study. Please also provide information on how you arrived at the number of animals required. If preliminary data is available and if relevant, please provide a power analysis or other statistical method used to determine the number of animals necessary.

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Accessing an Application

- For students, you must complete the application in a joint effort with your faculty advisor.

In the next section, you will learn how to submit an application to Blackboard.

Submitting an Application

1. Access the IACUC page under “My Communities” in your UCMO Blackboard account.

The screenshot displays the 'Organization Home' page for the IACUC (Institutional Animal Care and Use Committee) within a Blackboard LMS environment. The page is organized into several sections:

- Left Navigation Menu:** A sidebar on the left lists various links under the 'IACUC' heading, including 'Organization Home', 'Applications', 'Revision Submission', 'Amendments and Renewals', 'IACUC Training Information', 'Inspection Checklists', 'Assurances', 'Federal Regulations', 'Tools', and 'Bb Help'.
- Organization Home Header:** A red header bar at the top of the main content area reads 'Organization Home'.
- My Announcements:** A section with a red header. It contains the text 'No Course or Organization Announcements have been posted in the last 7 days.' and a 'more announcements...' link.
- My Tasks:** A section with a red header. It contains the text 'My Tasks: No tasks due.' and a 'more tasks...' link.
- What's New:** A section with a red header. It features a user profile icon, 'Edit Notification Settings', and 'Actions' buttons. Below, it shows 'Courses/Organizations (1)' with a checkmark icon. The footer of this section indicates 'Last Updated: March 31, 2017 12:28 PM'.
- Needs Attention:** A section with a red header. It features a user profile icon, 'Edit Notification Settings', and 'Actions' buttons. It displays 'No Notifications'. The footer indicates 'Last Updated: March 31, 2017 12:28 PM'.
- Alerts:** A section on the right with a red header. It includes a user profile icon, 'Edit Notification Settings', and 'Actions' buttons. It lists 'Past Due', 'Retention Center Alerts', and 'Activity Alerts', all showing 'No Notifications'. The footer indicates 'Last Updated: March 31, 2017 12:28 PM'.

Submitting an Application

2. Click on “Applications”

The screenshot displays the 'Organization Home' dashboard of an IACUC system. On the left, a navigation menu lists various options: 'Organization Home', 'Applications', 'Review Submission', 'Amendments and Renewals', 'IACUC Training Information', 'Inspection Checklists', 'Assurances', 'Federal Regulations', 'Tools', and 'Bb Help'. The 'Applications' item is highlighted with a green circle. The main content area is titled 'Organization Home' and contains several sections: 'My Announcements' (showing no recent announcements), 'My Tasks' (showing no tasks due), 'What's New' (showing a list of courses/organizations), and 'Needs Attention' (showing no notifications). On the right side, there is an 'Alerts' section with a user profile icon, 'Edit Notification Settings', and 'Actions' buttons. It lists 'Past Due', 'Retention Center Alerts', and 'Activity Alerts', all showing 'No Notifications'. The dashboard also includes 'more announcements...', 'more tasks...', 'Edit Notification Settings', and 'Actions' buttons for each section. The last updated timestamp is 'March 31, 2017 12:28 PM'.

Organization Home

My Announcements

No Course or Organization Announcements have been posted in the last 7 days.

[more announcements...](#)

My Tasks

My Tasks:

No tasks due.

[more tasks...](#)

What's New

[Edit Notification Settings](#) [Actions](#)

► Courses/Organizations (1)

Last Updated: March 31, 2017 12:28 PM

Needs Attention

[Edit Notification Settings](#) [Actions](#)

No Notifications

Last Updated: March 31, 2017 12:28 PM

Alerts

[Edit Notification Settings](#) [Actions](#)

Past Due

No Notifications

Retention Center Alerts

No Retention Alerts

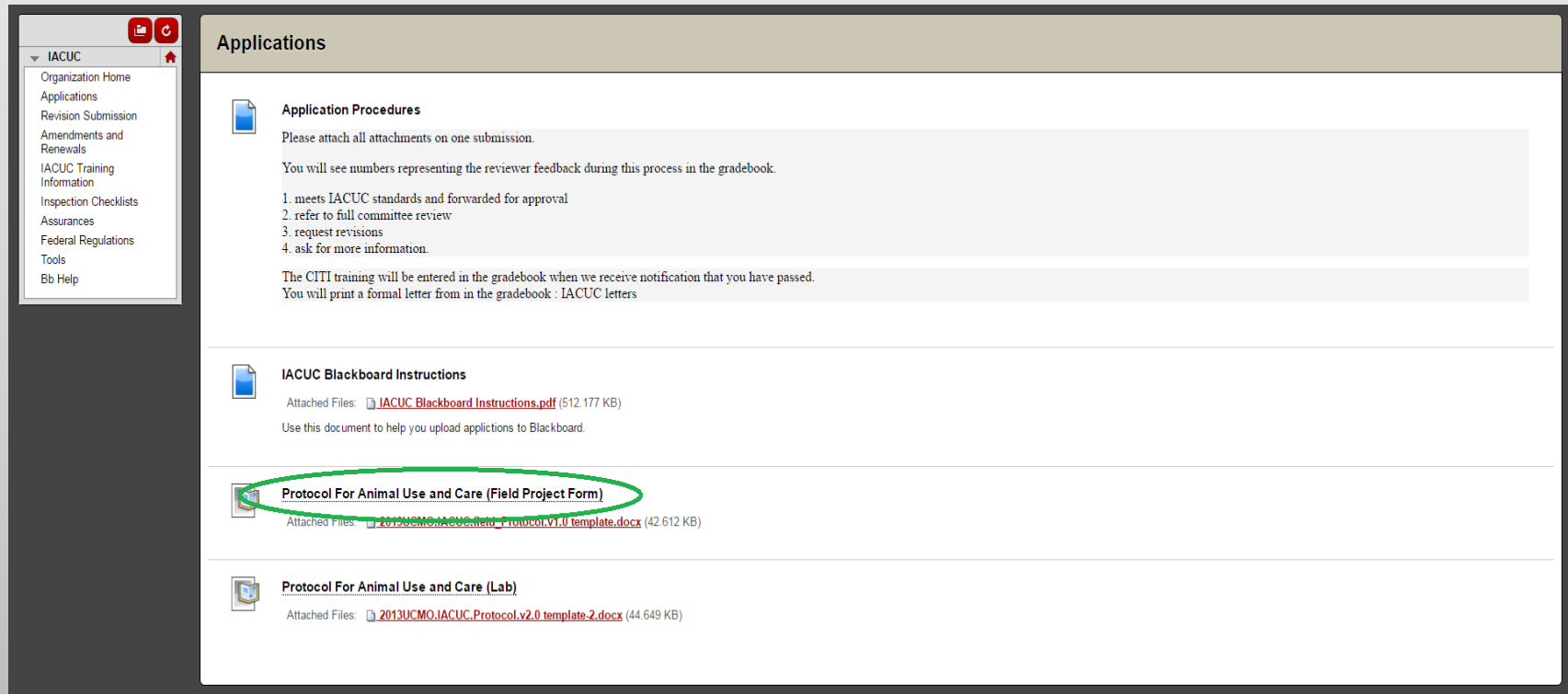
Activity Alerts

No Notifications

Last Updated: March 31, 2017 12:28 PM

Submitting an Application

3. Click on “Protocol for Animal Care and Use (Field Project Form)”



The screenshot shows the IACUC Applications page. On the left is a navigation menu with the following items: Organization Home, Applications, Revision Submission, Amendments and Renewals, IACUC Training Information, Inspection Checklists, Assurances, Federal Regulations, Tools, and Bb Help. The main content area is titled 'Applications' and contains four sections:

- Application Procedures**
Please attach all attachments on one submission.
You will see numbers representing the reviewer feedback during this process in the gradebook.
 1. meets IACUC standards and forwarded for approval
 2. refer to full committee review
 3. request revisions
 4. ask for more information.
The CITI training will be entered in the gradebook when we receive notification that you have passed.
You will print a formal letter from in the gradebook : IACUC letters
- IACUC Blackboard Instructions**
Attached Files: [IACUC Blackboard Instructions.pdf](#) (512.177 KB)
Use this document to help you upload applications to Blackboard.
- Protocol For Animal Use and Care (Field Project Form)**
Attached Files: [2013UCMO.IACUC.Field_Protocol.v1.0 template.docx](#) (42.612 KB)
- Protocol For Animal Use and Care (Lab)**
Attached Files: [2013UCMO.IACUC.Protocol.v2.0 template-2.docx](#) (44.649 KB)

The link for the 'Protocol For Animal Use and Care (Field Project Form)' is circled in green.

Submitting an Application

4. Click “Browse My Computer” and select your application file.

The screenshot shows a web application interface for uploading a protocol form. On the left is a sidebar menu with the following items: IACUC, Organization Home, Applications, Revision Submission, Amendments and Renewals, IACUC Training Information, Inspection Checklists, Assurances, Federal Regulations, Tools, and Bb Help. The main content area is titled 'Upload Assignment: Protocol For Animal Use and Care (Field Project Form)' and contains three sections: 'ASSIGNMENT INFORMATION', 'ASSIGNMENT SUBMISSION', and 'ADD COMMENTS'. In the 'ASSIGNMENT INFORMATION' section, there is a 'Points Possible' field with the value '4' and a 'View Rubric' button. Below this is a file name '2013UCMO.IACUC.field_Protocol.v1.0 template.docx'. The 'ASSIGNMENT SUBMISSION' section has a 'Text Submission' label with a 'Write Submission' button, and an 'Attach File' label with two buttons: 'Browse My Computer' (which is circled in green) and 'Browse Content Collection'. The 'ADD COMMENTS' section features a 'Comments' label, a text area with a small icon on the left, and a 'Character count 0' indicator at the bottom right. At the top right of the main area are buttons for 'Cancel', 'Save Draft', and 'Submit'. At the bottom right, there is a note: 'When finished, make sure to click Submit. Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving changes.' followed by 'Cancel', 'Save Draft', and 'Submit' buttons.

Submitting an Application

6. Click “Submit”

The screenshot displays the IACUC application submission interface. On the left is a navigation menu with the following items: Organization Home, Applications, Revision Submission, Amendments and Renewals, IACUC Training Information, Inspection Checklists, Assurances, Federal Regulations, Tools, and Bb Help. The main content area is titled "Upload Assignment: Protocol For Animal Use and Care (Field Project Form)". At the top right of this area are three buttons: "Cancel", "Save Draft", and "Submit".

The form is divided into three sections:

- ASSIGNMENT INFORMATION:** This section shows "Points Possible" as 4, with a "View Rubric" button. Below this is a link to the template document: [2013UCMO.IACUC.field_Protocol.v1.0 template.docx](#).
- ASSIGNMENT SUBMISSION:** This section contains two options: "Text Submission" with a "Write Submission" button, and "Attach File" with "Browse My Computer" and "Browse Content Collection" buttons.
- ADD COMMENTS:** This section includes a "Comments" label, a small icon, and a large text area for comments. A "Character count 0" indicator is located at the bottom right of the text area.

At the bottom of the page, there is a note: "When finished, make sure to click **Submit**. Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes." To the right of this note are the "Cancel", "Save Draft", and "Submit" buttons again.

CITI Training

- Before your proposal can be formally approved, you must complete CITI training.
- Although it requires moderate response effort, it is paramount that you understand the material presented in the training
- The next slide will show you how to access the training

CITI Training

The UCM Human Subjects/Animal Use Programs will be instituting a responsible conduct of research (RCR) training requirement which will apply to all new proposals submitted for Human Subjects or Animal Use review on or after August 16, 2011. This training requirement will be provided online through the Collaborative Institutional Training Initiative Web-based Training Program (CITI Program).

We are offering several RCR programs including social and behavioral, physical science, or the humanities. There is also an advanced program for research administrators. Select one program most appropriate for your research. These programs have 10 modules which take between 2-4 hours to complete. The programs are flexible and allow one to log in and out at any time saving previous work. **Make a copy of your training certificate when completed and submit with your Human Subjects/Animal Use application.**



The following are basic learner instructions to logon to your CITI site for the first time:

User should be instructed to go to www.citiprogram.org to register for CITI online training.

Once there, they simply click on "New Users Register Here".

Under "Select your institution or organization" page they should select UCM in the "Participating Institutions" drop down box.

Next they should proceed to create their own username and password and select the Learner group.

After going through registration process they should be ready and setup as CITI Learners.

Please contact citisupport@med.miami.edu in case of any question.

OHSP Training

- In addition to CITI training, the researcher must undergo a health screening in compliance with the Occupational Health and Safety Program at no cost to the researcher
- The OHSP requires a brief training on occupational safety as well

THIS IS ALL FREE.
FOR YOU.
NO CHARGE.

Quick Tips

- Acquire a faculty advisor
- Work in tandem with your advisor for every step of this process
- Conduct a literature review before submission
- The Office of Sponsored Programs and Research Integrity will be your point of contact for this process
- Plan on 2-4 weeks wait time for approval
- Check your e-mail frequently for IRB communications

Contacts

For questions regarding the application process: **researchreview@ucmo.edu**

Program Administrator and Research Compliance Officer: **Kathy Schnakenberg**

Phone: **660-543-8562**

E-mail: **schnakenberg@ucmo.edu**

References

University of Central Missouri, Office of Sponsored Programs and Research Integrity, Institutional Animal Care and Use Committee. (2013). *University of Central Missouri Institutional Animal Care and Use Committee Procedures*.



Presentation Created by:

Sawyer Harmon

Research Review Student Worker

Office of Sponsored Programs and Research Integrity

University of Central Missouri

March 2017

Acknowledgements

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