



## Instructions for IACUC Members to Review IACUC Protocol/Amendment

Logging onto CAYUSE, use this link: <https://msstate.app.cayuse.com>

Log on using your 2-step MSU NetID and Password.

When a protocol is sent out for Review/Call you will receive an email:

This email is when a Call is sent out – for protocol #68

### Action Required: Call Request for IACUC Protocol 00000068

**Call review** request for Protocol 00000068 titled Non-Invasive Laboratories for Veterinary Technology Students Using Rabbits, Rodents, and Other Miscellaneous Laboratory Animal Species (23-092).

You have received this submission for review. Please log into the submission to complete your review. Please note, this submission is under **Call review**.

#### Review Types

- **FCR Call/DMR:** You have 2 business days to review the submission and provide your recommendation whether it should be sent to Designated Member Review, with any comments you may have, or sent to Full Committee Review. If no requests for Full Committee Review are submitted after 2 business days, the protocol will move forward with DMR review, and the assigned Designated Member indicated in the table below will complete the review.
  - **Designated Members:** You are responsible for completing the review on behalf of the IACUC. Please add any comments or questions and submit the review to the IACUC office by selecting the status from the Submit tab.
- **Full Committee:** The submission will be discussed at an upcoming IACUC meeting.
  - Please review the submission and add any comments or questions. The committee will have at least one week to review the submission before the meeting.

**Important Reminder:** If you have a conflict of interest with the submission (i.e. you are the PI or you are working on the protocol), please do not review the submission or access the submission from the IACUC meeting agenda.

If you have any questions, please contact [IACUC@orc.msstate.edu](mailto:IACUC@orc.msstate.edu).

## Committee Meeting Monthly – Reviewing Protocols

### How to get to the Committee Meeting:

On the top right of the screen, you should see your name and ‘Products’. On the drop-down menu under ‘Products’ select ‘Animal Oversight’ (orange).

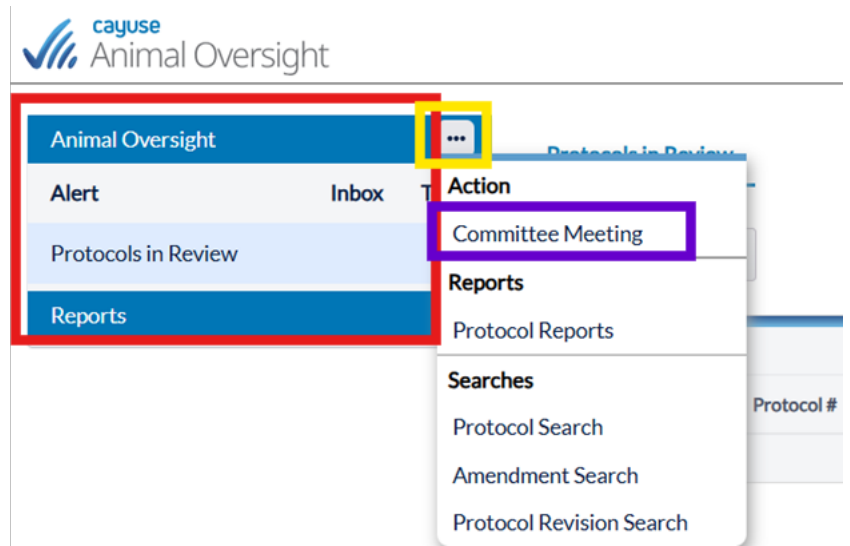


Find the drop-down under 'Role:' (orange) and select 'IACUC Committee Member' (blue):



On the left side of your page, you will see a box with **3 dots** at its top right (yellow). Click on these dots.

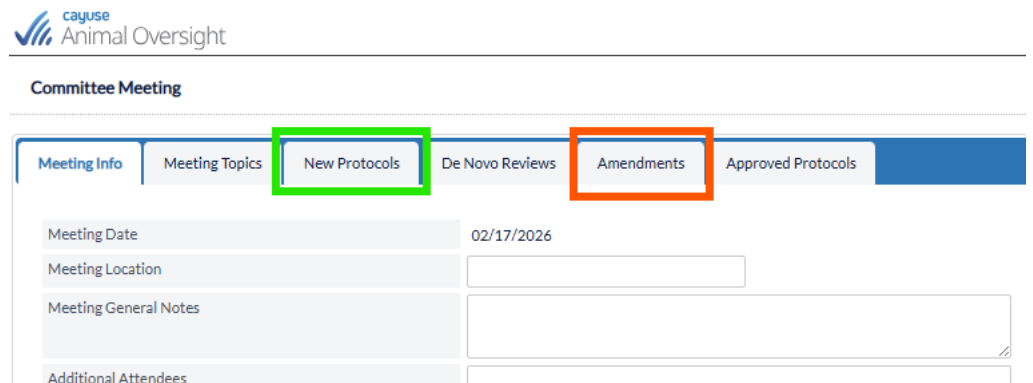
This will give you a drop-down. Select the 'Committee Meeting' (purple).



This will bring you to the **IACUC Monthly Meeting Pane**.

\*Note: The system automatically puts you at the bottom of this page, so make sure you scroll up to the top of the page.

The main tabs that we will be looking at are the: 'New Protocols' (green) 'Amendments' (orange)



Protocol # ↕	Move to Status	Minutes	# Yes Votes	# No Votes	# Abstain Votes
<a href="#">0000063</a>			0	0	
<a href="#">0000071</a>			0	0	
<a href="#">0000088</a>	Modifications Required	add training for all personnel. add KSI protocol #.	11	0	
<a href="#">0000089</a>	Modifications Required	See comments within protocol.	10	0	
<a href="#">0000067</a>			0	0	
<a href="#">0000068</a>			0	0	
<a href="#">0000084</a>	Modifications Required	summary of protocol edits. this is a test protocol in the meeting.	2	0	

Click on the 'New Protocols' tab (green), this will show you the **Protocols** (yellow) that are to be reviewed during our meeting.

On this same Monthly Meeting Pane you can scroll over to the right, you can also see the 'PI' of the protocol (red).

# Abstained Votes	Reconciled	# Recused Vote	PI	Version
0	No		Willeford, Bridget V.	1
0	No		Schwirian, Aumbriel Michaela	1
0	No		Wise, David J.	1
0	No		Bodmer, Jocelyn Sandra	1
0	No		Willeford, Bridget V.	1

Click on the blue hyperlink 'Protocol #' (yellow) of the protocol you are wanting to view and/or review.

Protocol # ↕	Move to Status
<a href="#">0000063</a>	
<a href="#">0000071</a>	
<a href="#">0000088</a>	Modifications Required
<a href="#">0000089</a>	Modifications Required
<a href="#">0000067</a>	
<a href="#">0000068</a>	
<a href="#">0000084</a>	Modifications Required

This will open a new window and bring you to the 'Protocol Document' (below).

Protocol Document 00000631

On the protocol document you will see the **'Table of Contents'** (green) to the left.

You can navigate through the protocol to review by clicking on the different areas along the table of contents.

### How to leave a **'Review Note'**:

When you are on the page that you would like to leave Review Note – you will click on the **'Review Notes'** tab (blue).

This will open up the **'Review Pane'** and the **'Review Notes'** text box (magenta). You will enter your review note here. (See my Review Note within the text box below). Make sure you click **'Save'** (yellow) once you have put your Review Note in.

Once you **'Save'** the review pane will minimize. If you need to view it or make changes, simply click back on the **'Review Notes'** tab.

You can continue to review the protocol and leave more **Review Notes** on any of the sections you need.

### How to Leave an in-line **Comment**:

While on the page to leave an in-line comment, you will click directly in the text (ex: in the red outline below) where you want to leave the comment.

Protocol Document 00000063 1:Mouse (Mus musculus)

The screenshot shows a web interface for a protocol document. On the left is a 'Table of Contents' sidebar with a search icon and a list of sections: Options, Protocol Overview, Use Type(s), Mouse (Mus musculus) (expanded), Info, Strains, Choice Justification (highlighted with a blue box), Source, Enrichment/Social Housing, Quarantine/Acclimation, Use Locations, Procedures/Exceptions, and Food/Water Restrictions. The main content area is titled 'Justification for Choice of Species' and contains the instruction 'Justify the choice of species by stating why a species lower on the phylo;'. Below this is a blue header labeled 'Justification' and a text input area. The text 'Justification for choice of species. \*' is present, with a red box highlighting the comment: 'The species listed in this protocol is one that a veterinarian may commonly see in laboratory animal medicine and private practice.'

Once you click within the text, where you want to leave your comment, your **Review Pane** (see below) will open on the right.

This is your 'Review Pane' where you will leave in-line comments.

- 1 – Click on the '+Add Comment [1]' button (orange). The button will highlight in green.
- 2 – Click within the line of text where you want to put your comment – this is in the red box below. It will leave a yellow comment bubble numbered 1 (purple) within the text and will pop another comment bubble #1 in the lower box (green) where you will type your comment.
- 3 – Within the lower box (green) type your comment after the comment bubble #1.
- As you leave comments the '+Add Comment' button's numbering will increase.
- 4 – To leave a 2<sup>nd</sup> comment, click the '+Add Comment [2]' button , it will highlight in green.
- 5 – Click within the line of text you want to leave your 2<sup>nd</sup> comment. This will leave a comment bubble #2 there, and pop another comment bubble #2 in the lower box (green).
- 6 – Type your 2<sup>nd</sup> comment within the lower box (green).

The screenshot displays a document review interface. At the top, there are tabs for 'Synopsis', 'Office Notes', 'View Changes', and 'Review Notes'. Below these are buttons for 'Save', 'Cancel', 'Delete', and 'Full Document Review'. A blue bar contains 'Previous Version' and 'Changes' buttons. The main review area shows a text box with the sentence: 'The species listed in this protocol is one that a veterinarian may commonly see in laboratory animal medicine and private practice.' Two comment bubbles are visible: a purple bubble with the number '1' and a blue bubble with the number '2'. Below the text box is a 'Review Notes' section with a rich text editor toolbar. At the bottom, there are two comment input boxes: a pink one for comment #1 and a yellow one for comment #2.

Changes made in last revision

The species listed in this protocol is one that a veterinarian may commonly see in laboratory animal medicine and private practice.

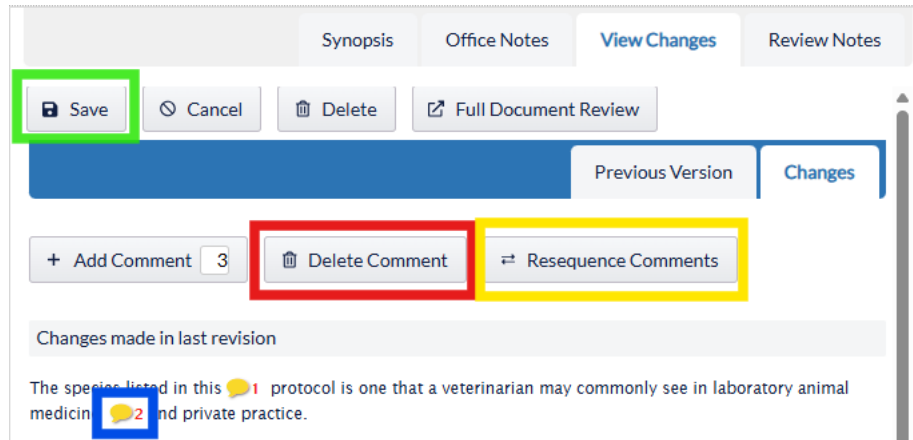
Review Notes

1: You will type your in-line comment here in the bottom text box.

2: Here is your 2nd comment.


To DELETE a comment – Click the ‘Delete Comment’ button (red) and then click the comment bubble (blue) of the comment you wish to delete.


‘Resequence Comments’ button (yellow) will renumber the comments after you delete one.

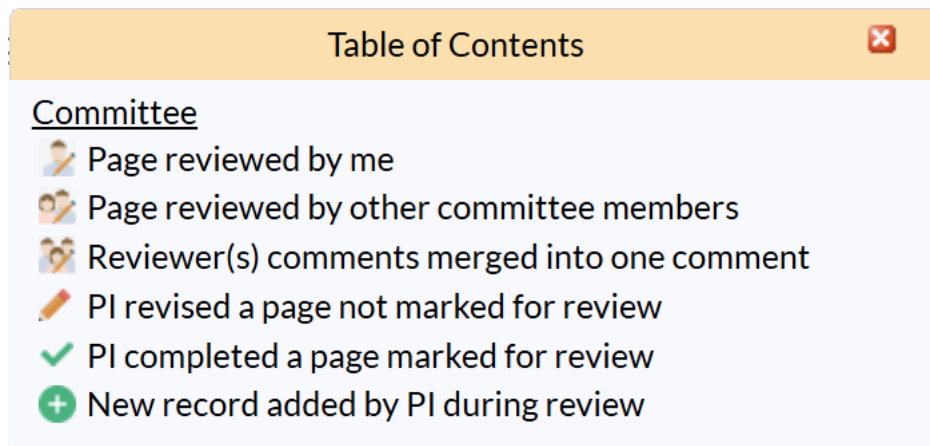


When you have added all the comments you would like, be sure to click ‘Save’ (green) at the top of the Review Pane.

Click the ‘Submit’ tab **\*\*START**

On the **Table of Contents** an  icon: will show to the left of that section you left a review or comment on.

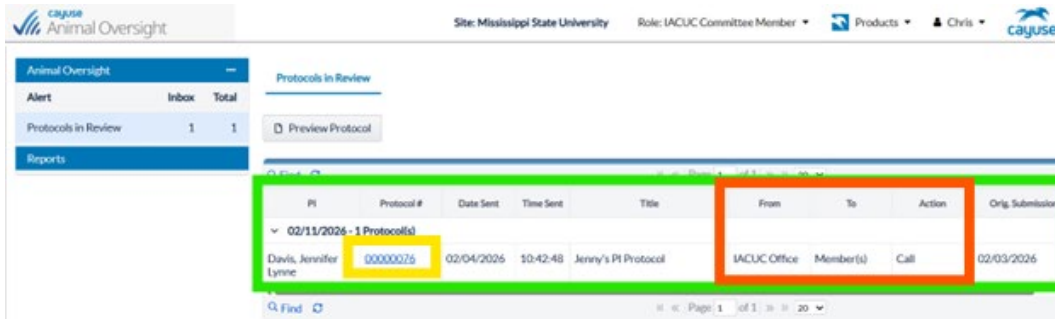
At the top of the Table of Contents there is a  that you can hover or click on to show you the key for the different icons that can be seen on the Table of Contents.



Protocols that have actions for you to complete will be listed here (green).

This also shows you '**From**' '**To**' and '**Action**' (orange) – this shows you who the protocol was sent to and who it was sent from and then what action is being requested.

To view the protocol, click the '**Protocol #**' (yellow) that shows as a blue hyperlink.

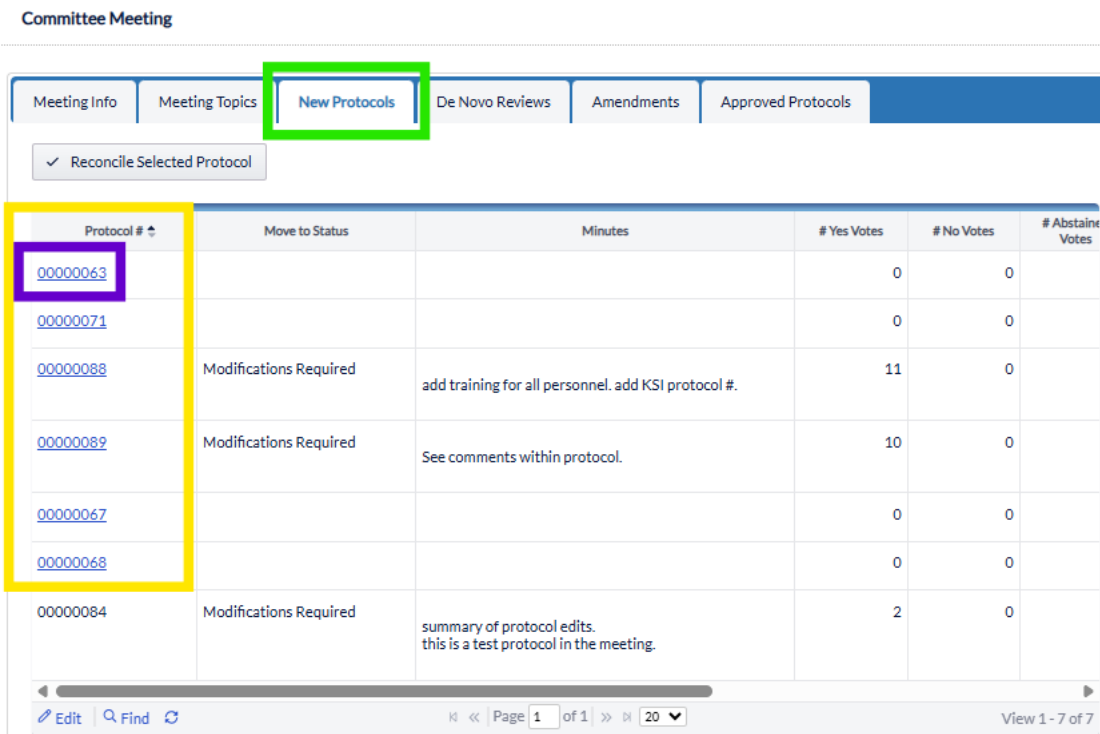


Once you click on the blue hyperlink **'Protocol #'** it will bring you to this page:

This brings you to the

At the top of this page there are tabs – the **'New Protocols'** tab (green) shows you the protocols that are to be review for this meeting – FCR (yellow).

To review a certain protocol, click on the hyper-linked protocol # (purple).



Here on this page is where all your protocols will be listed.

On the left side of the page (yellow), your protocols will be organized in levels:

**'Protocol Actions'** here you will find a list of your approved protocols.

You can:

Start a New Protocol.

Clone a Protocol.

Start an Amendment.

View your Entire Approved Protocol – Print your protocol.

Register – Shows animal numbers: Approved. Amended – added. Ordered. Balance.

**'Draft Protocols'** are protocols that are still being entered and/or have not yet been submitted to IACUC.

**'Protocols in Review'** are protocols in review. Here it will show you where your protocol is in its routing.

Animal Oversight

Alert	Inbox	Total
Protocol Actions	0	0
Draft Protocols	1	1
Protocols in Review		
De Novo Reviews		

Protocol Actions Draft Protocols Protocols in Review De Novo Reviews

Preview Protocol

Find

PI	Protocol #	Version	Title	Date Approved	Review Date	Expiration Date	Due Days	Protocol Status	Document Type
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**'De Novo Protocols'** are protocols that are due to expire. The system moves protocols into De Novo 3 months before their expiration. Once protocols are moved into De Novo amendments CANNOT be submitted for them.

Animal Oversight

Alert	Inbox	Total
Protocol Actions	0	0
Draft Protocols	1	1
Protocols in Review		
De Novo Reviews		
Draft Amendment	0	0

Protocol Actions Draft Protocols Protocols in Review De Novo Reviews Draft Amendment

Preview Protocol

Find

PI	Protocol No	Protocol Title	Approved	Expires	Amend. #	Reason	Status	Date
----	-------------	----------------	----------	---------	----------	--------	--------	------

**'Draft Amendment'** are any amendment that has been started on a protocol. It also shows the status where the amendment is.

Animal Oversight

Alert	Inbox	Total
Protocol Actions	0	0
Draft Protocols	1	1
Protocols in Review		
De Novo Reviews		
Draft Amendment	0	0
Transfer Ownership	0	0

Protocol Actions Draft Protocols Protocols in Review De Novo Reviews Draft Amendment Transfer Ownership

Find

Protocol #	Version	Protocol Title	Approve Date	Expiration Date	From	To	Reason for Change	Current Status
------------	---------	----------------	--------------	-----------------	------	----	-------------------	----------------

**'Transfer Ownership'** are protocols that the PI is being changed to a different PI. It also shows the status of the change in PI.

Animal Oversight

Alert	Inbox	Total
Protocol Actions	0	0
Draft Protocols	1	1
Protocols in Review		
De Novo Reviews		

Protocol Actions

+ Start a New Protocol Application Copy Protocol to New Document Start an Amendment Protocol Versions Preview Register

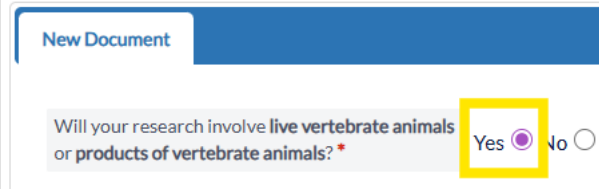
Click this button to start a new protocol document draft

Find

PI	Protocol #	Protocol Title	Approve Date	Expiration Date
----	------------	----------------	--------------	-----------------

**Creating a New Protocol:** click **'Start a New Protocol Application'**. This will start up the questions that build your protocol. As you click through answering, it will populate the section you will need to fill out.

## Start a New Protocol Application



New Document

Will your research involve live vertebrate animals or products of vertebrate animals? \*  Yes  No

Selecting 'Yes' a button will appear.

+ Start New Application

Click this button to officially start up a new protocol with an IACUC protocol number.

### Protocol Document

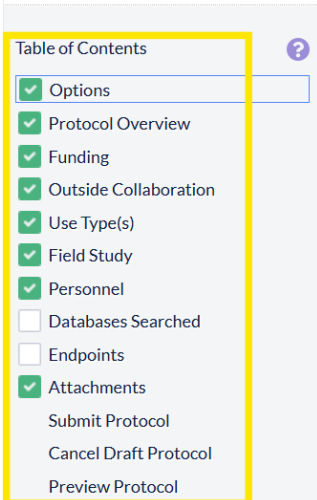


Table of Contents

- Options
- Protocol Overview
- Funding
- Outside Collaboration
- Use Type(s)
- Field Study
- Personnel
- Databases Searched
- Endpoints
- Attachments
- Submit Protocol
- Cancel Draft Protocol
- Preview Protocol

On the left side of your screen, you should see a Table of Contents. As you continue entering the information into your protocol it will build your Table of Contents.

Using this Table of Contents, you can navigate between various sections of the protocol and revisit them to finish entering information.

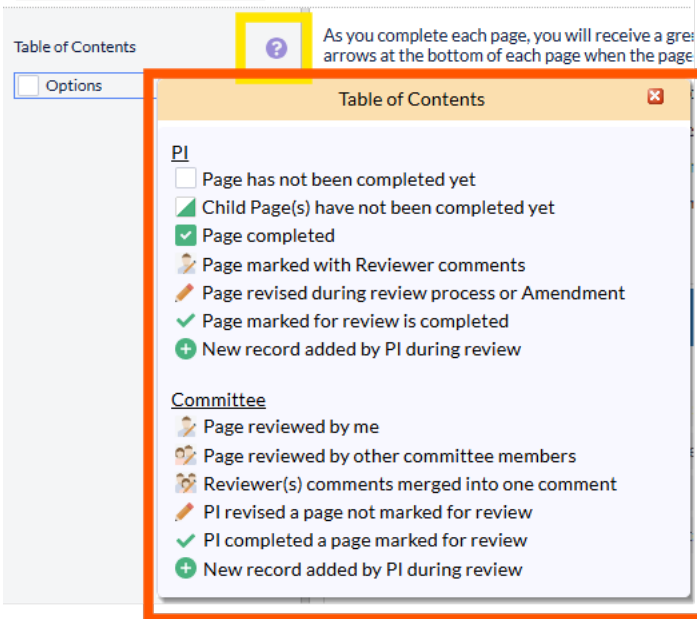


Table of Contents

Options

As you complete each page, you will receive a green arrow at the bottom of each page when the page is completed.

Table of Contents

**PI**

- Page has not been completed yet
- Child Page(s) have not been completed yet
- Page completed
- Page marked with Reviewer comments
- Page revised during review process or Amendment
- Page marked for review is completed
- New record added by PI during review

**Committee**

- Page reviewed by me
- Page reviewed by other committee members
- Reviewer(s) comments merged into one comment
- PI revised a page not marked for review
- PI completed a page marked for review
- New record added by PI during review

On the upper right corner of the Table of Contents you will see (purple ?) that you can hover over and it will pop-up a key for the symbols on your Table of Contents.

As you fill out each section of your protocol the boxes beside each will start to fill in. This will help you know which sections have been completed or still need information.

At the top of your newly started protocol, there are some tips to help you navigate:

- **Preview Protocol:** To preview your protocol or to save a PDF, please click Preview Protocol from the Table of Contents on the lower left side of the screen.

- **Attachments:** Please click the Attachments page on the lower left of the Table of Contents to check the list of attachments.
- **Cancel Draft Protocol:** If the study is no longer active, or submission is no longer required, you can cancel this submission by going to the Cancel button in the Table of Contents on the left side of the page.

### Options:

Choose Options

Do you have funding for this project (ex: start-up funds, grant, internal funds, etc.)?

Will you be collaborating with an outside institution? Yes  No

Will field studies be conducted? Yes  No

Will animals be moved through public access areas or taken outside of the vivarium? Yes  No

**Funding:** If you have funding for your study, check the box for this. If you do not know all the information for the funding just yet, please enter what information you do know.

**Collaborating:** If you are collaborating with a researcher outside of MSU check ‘Yes’.

**Field Studies:** If this protocol is for a field study, i.e. wildlife study – check ‘Yes’.

**Animals in Public Areas or Outside Vivarium:** if you are transporting your animals within hallways or outside, check yes.

### Species

On the bottom part of the ‘Options’ page, you will see where to add Specie(s) to your protocol. Click ‘Add’

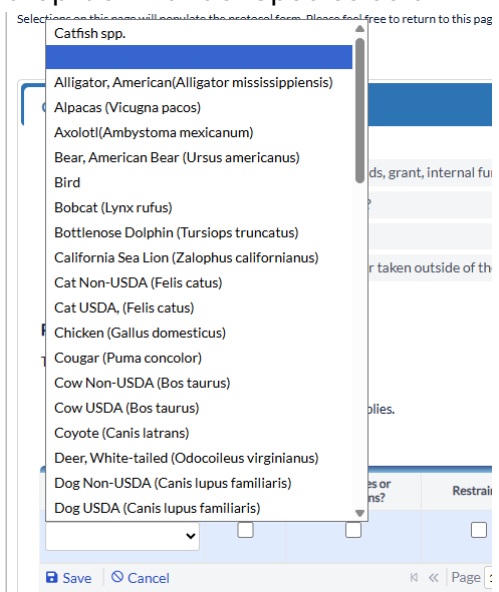
#### Protocol Species Grid ?

Species	Breeding?	Procedures or Exceptions?	Restraint?	Surgery?	Vet Drugs?	Experimental Agents?	IBC Agents?	Euthanize?
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>+ Add <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Find</a></span> <span>Page 1 of 0</span> <span>No records to view</span> </div>								

Click **+Add** to add a specie to your protocol. And click on the drop-down under Species column.

Choose your specie(s) and mark all the options that apply to your protocol.

If you are using more than one specie, you will need to add them individually and check their boxes for that specie.



Note: If you are using USDA Regulated animals, please you select the appropriate specie:

- Cat Non-USDA (Felis catus)
- Cat USDA, (Felis catus)
- Chicken (Gallus domesticus)
- Cougar (Puma concolor)
- Cow Non-USDA (Bos taurus)
- Cow USDA (Bos taurus)
- Coyote (Canis latrans)
- Deer, White-tailed (Odocoileus virginianus)
- Dog Non-USDA (Canis lupus familiaris)
- Dog USDA (Canis lupus familiaris)

make sure

Example:

These are not ALL the USDA options.  
If not USDA regulated, select the **Non-USDA** specie option.

I have selected Catfish spp. and checked all the options to show all sections.

Species	Breeding?	Procedures or Exceptions?	Restraint?	Surgery?	Vet Drugs?	Experimental Agents?	IBC Agents?	Euthanize?
Catfish spp.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel Page 1 of 0 20 View 1 - 1 of 1

After selecting all that are needed, click Save under the Species chart.

Then click **'Save Changes'** at the bottom of the page and save this page of the protocol.

Save changes Cancel changes

This will popular more sections within your Table of Contents (TOC), including your specie(s).

Here, I have selected **Yes** on all these options to show you what populates within the protocol.

Table of Contents

- Options
- Protocol Overview
- Funding
- Outside Collaboration
- Transportation
- Use Type(s)
- Field Study
- Catfish spp.
  - Info
  - Choice Justification
  - Source
  - Enrichment/Social Housing
  - Quarantine/Aclimation
  - Use Locations
  - Breeding
  - Procedures/Exceptions
  - Food/Water Restrictions
- Restraint
- Surgery
- MMS
- Vet Drugs
- Experimental Agents
- IBC Agents
- Euthanasia
- Animal Numbers
- Sequence/Timing
- Unrelieved Pain/Distress
- 3Rs
- Adverse Consequences
- Personnel
- Databases Searched
- Endpoints
- Attachments

To move on to the next section, you can either click on the or click on the page title listed on the TOC.

Next page button at the bottom left

## Main Body of the Protocol

Most of these pages and tabs are self-explanatory. I have placed the corresponding section in MyProtocol within brackets [MyProtocol]

**Title:** If you are moving over a protocol from MyProtocol that is yet to expire, please add the original protocol number at the beginning of the title.

Ex: “23-001 - IACUC Testing Protocol”

All these below should be in lay language, around an 8<sup>th</sup> grade reading level, so that non-scientists and others can interpret.

**Lay Abstract:** State the purpose of your research and outline the goals and objectives you hope to accomplish. [Rationale: 1a]

**Benefits:** How the procedures affect animal well-being versus the expected benefits for humans, animals, or scientific progress. [Rationale 1b]

**Experimental Summary:**

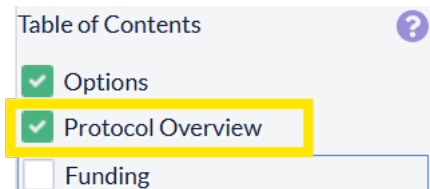
This section should provide the committee with a clear overview of your project’s scope, explain your reasons for selecting the specific species involved, and describe how these choices align with your overall research objectives. [Rationale 2a]

**Vet Info:** This is required. [Personnel Veterinary Care]



The screenshot shows a web form with five tabs: Title, Lay Abstract, Benefits, Experimental Summary, and Vet Info. The 'Title' tab is selected and highlighted in blue. Below the tabs is a text input field with the placeholder text 'Enter title for this Protocol \*' and the text 'Test for Instructions' entered. The input field has a small icon in the bottom right corner.

After all of these tabs are completed, make sure you click the ‘**Save Changes**’. Your box for ‘**Protocol Overview**’ should then be filled in green – to show this section have been completed.



The screenshot shows a 'Table of Contents' menu with a question mark icon in the top right corner. It contains three items: 'Options' with a green checkmark, 'Protocol Overview' with a green checkmark and a yellow highlight box, and 'Funding' with an unchecked checkbox.

Item	Status
Options	Checked
Protocol Overview	Checked
Funding	Unchecked

# Funding

To add a funding source:

- Click **+Add Funding Source** and complete funding information.
- If you are the PI, you may click **+Add From My List of Funds**. Options will be narrowed to include funding sources on your previous protocols.
- You may add more than one funding source.

Buttons: + Add from my List of Funds, + Add Funding Source, Edit Funding Source, Remove Funding Source

Fund Type	Grant Title	Funded?	Grant #	End Date
No records to view				

Navigation: << Previous page, Next page >>

## Funding:

Here is where you will enter your funding information for this protocol.

**+Add from my List of Funds:** this will be a list from previous funding entered in previous protocols. You will select the funding you wish to list on the protocol and click **+Add Selected Records**.

You will not have anything on your list for your first time entering funding in CAYUSE.

Fund Source	Fund Title	App. Due Date	Grant Number	Funded?	Sponsored Project #
No records to view					

Buttons: + Add Selected Records, Cancel

**+Add Funding Source:** Here you will enter new funding. Clicking on this button will pop-up this box to enter the information for the new funding source and **Save Changes**.

**Edit Funding Source:** You will select the funding you want to edit and click this button to make any changes you need.

**Remove Funding Source:** Select the funding you wish to delete and click Remove.

**Fund Info**

Fund Type \*

Fund Source

Grant Title

Currently Funded?

## Outside Collaboration

Use the attachment section to append Memorandum of Understanding (MOU) agreements.

+ Add from my List of Outside Coll	+ Add Outside Collaboration	Edit Outside Collaboration	Remove Outside Collaboration
Company Name	Assurance Number	Protocol Number	Collaboration Description
Page 1 of 0			No records to view

**Outside Collaboration:** here you will enter the information for any collaboration personnel that is outside of MSU.

The **Edit** and **Remove Outside Collaboration** works the same as in the previous **Funding** section.

**+Add from my List of Outside Coll:** this list will be built from collaboration information entered in previous protocols. You will not have anything listed here during your first time entering collaborations. After you click this button – you will select the information of the collab you wish to add to this protocol and click **+Add Selected Records**.

<input type="checkbox"/>	Company Name	Assurance Number	Protocol Number	Species List
Find				
+ Add Selected Records				Cancel

**+Add Outside Collaboration:** Here you will enter in any new collaborators. You will enter in their information. The link to OLAW allows you to look up the institution and find their Assurance Number. You will also enter their protocol number if applicable.

You will enter their experience and training that have had as it pertains to the procedures and species within your protocol.

You can also attach any documentation for them here at the bottom of this page.

### Transporting Animals

Enter the description of any animal transportation, if applicable.

[Search OLAW assured institutions](#)

Company or Institution Name \*

Assurance Number (if applicable)

Collaborator's Protocol Number

*After saving page info, add protocol approval in Attachments*

Provide a brief description of the outside collaboration. Include

- Species used.
- Name(s) of any procedure, surgery or hazardous agents used and at which location they were used.
- Identify any surgery performed as major or minor and if an animal will undergo a second survival surgical procedure under this protocol.
- Include the contact information for the collaborating institution.
- Specify the collaborating PIs Role on the project. \*

#### Transportation

Describe the method used to transport animals outside the vivarium.

- Include the proposed route of transportation.
- Describe the containment method.
- Provide Justification.

Transportation Description

## Animal Use Types

You will select what type of research this protocol will be covering. If 'Other' you will check the box and enter in the type.

Use Type(s)

Research Type \*

Other?

Save changes Cancel

- Research
- Teaching
- Wildlife
- Holding

## Field Study

Here, you will enter the information about your field study. The explanation of why you are using the species you chose.

If you are capturing or handling animals you will select 'Yes', which will open another section for you to complete: describe trap/net, when, how often, non-target animals, precautions taken possible injury, euthanizing or recapturing. ALL the details for obtaining your animals will be entered here.

**Housing:** if 'Yes' here, another section will show for you to complete.

**Prolonged Capture:** if 'Yes' here, another section will show for you to complete.

You can attach any documents you need at the bottom of this page.

Field Study

Are any species involved in this research under endangered or protected categories? See [FWS Endangered Species list](#).

Yes  No

Explain why they must be used for research. \*

Describe the field work. Include

- The field study location.
- A description of how occupational health concerns have been addressed to ensure the safety of field personnel including the risk of zoonoses.
- Attach required permits after saving the page. \*

Are Animals Captured or Handled During Study? \*

Yes  No

Are International, Federal or State Permit Required?  
*Note: Save the page and attach the permit (if applicable) \**

Yes  No

## Species Information

Each species listed on the protocol will have these next few pages to be completed. The upper left will show you what species it is asking information about. (yellow)



Info

Sex

Weight Range

Age Range

This is your basic information about the species you are using. [Specie]

## Justification for Choice of Species

**Justification:** Justify your specie choice and why one lower on the phylogenic scale cannot be used.

### Justification

Justification for choice of species. \*

## Species Source

Simply the source of your species.  
[Species to be Used. 11]

**Vendor:** enter the name.

**Non-MSU Collaborator:** name them along with their institution.

**MSU Colleague:** name them and protocol number from where the animals are coming from, if applicable.

## MSU Breeding Population:

**Client Owned:** make sure you attach the Client Consent Form

### Source

Vendor

Specify name of vendor(s) \*

Non-MSU collaborator

Specify name of colleague and institute \*

MSU Colleague

Specify the colleague and protocol number \*

MSU breeding population

Client owned animals (please attach Client Consent Form)

Have any of the animals undergone procedures prior to being used on this protocol? \*  
 Yes  No

Please specify which animals underwent procedures, what procedures were performed, and where those procedures were performed.

If the animals have previously undergone any procedures before this protocol, please select 'Yes' and provide a detailed explanation. Include protocol numbers if available.

## Enrichment/Social Housing

Mark and explain if your animals are socially or single-housed, and if they will have enrichment.

### Enrichment

Will animals be socially housed?  
The *Guide* states on p. 64 that *Single housing of social species should be the exception and justified based on experimental requirements or veterinary-related concerns about animal well-being.*\*

Yes  No

Explain why animals must be singly housed and provide scientific justification.\*

Will environmental enrichment be provided?\*

Yes  No

Describe the enrichment.\*

## Quarantine and Acclimation

If you will be quarantining, explain if you will be following the SOP or not.

### Quarantine

Will you follow the Standard Operating Procedures (SOPs) for quarantine?\*

Yes  No

Will you be utilizing an established herd?

Yes  No

Describe and scientifically justify the deviation from standard quarantine practices.\*

## Use Locations

+ Add from my List of Locations+ Add Use LocationsEdit Use LocationsDelete Use Locations

Location/Building	Room	Location Type	Animal Use in Area
Page 1 of 0			

To list your locations, buildings, rooms, pastures or pens.

'List of Locations' will be empty until you save from previous protocols.

**+Add Use Locations** click here to enter your locations from the list.

It will bring you to a new page where you will have a drop-down for your '**Location/Room**'.

Location/Room\*

Select the Location Type

What live animal work will be done in this area (e.g., euthanasia, survival surgery, behavioral testing, etc.)?

- 1A
- 3A
- 4th Floor
- Animal Health Center
- Bio-Med
- Blackjack Deer Pens
- Bovine Scales
- Brown Loam Experiment Station

Save changes Cancel changes

Once you select from this drop-down you will have another drop-down option for specifics for that location.

Example: I have chosen the Bio-Med and you can see the room numbers specific for that location.

**Location Type:** make you selection from the drop-down.

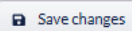
The complete what live animal work will be done at this location.

## Breeding Information

Mark the appropriate boxes for your study.

To add a strain and its information, click on **'+Add'** at the bottom left of this box.

Enter your strain name and mark appropriate boxes. Select your breeding scheme from the drop down. Fill in the **'Phenotype'** and what **'Monitoring'** will be done.

Click **'Save'** here and then  at the bottom of this page.

0000072 1:Catfish spp.

## Non-Surgical Procedures and Exceptions

Your procedures will be added here for the each species – you can see we are still under our Catfish spp. (yellow).

'My List of Procedures' will be empty until you save from previous procedures being entered. You can also 'Attach File' (green) to add any helpful documents about your procedure.

**Attachments cannot be used in place of listed procedures on the protocol.**

Click 'Add Procedure/Exception' (orange) to add a procedure and it will bring up another set of drop-downs.

Click the 'Select the Type' drop-down menu (orange).

You will usually use the 'Protocol Specific Procedure' option unless you have an exception, which you would select 1 of the other options with exceptions.

Once you select a Type you will then select a 'Procedure/Exception Name' (yellow) from the drop-down menu:

**Note:** If your do not see your procedure listed, please contact the IACUC office, JMarshall@orc.msstate.edu, and we can get it added for you.

**ALL procedures must be listed on the protocol. Procedures CANNOT only be listed on a document and attached to the protocol. They must be selected from the drop down within the protocol form and a detailed description be given.**

Select the Type  
Protocol Specific Procedure

Procedure/Exception Name \*

Describe the procedure giving enough detail that another person could carry it out.

Describe any special care or monitoring and the clinical signs for removing an animal from the study.

Save changes Cancel changes

Once you have chosen your Procedure/Exception, provide a detailed description of the procedure (green).

Next, enter information about any special care or monitoring required. As well as the criteria or indicators that would necessitate removing an animal from the study (orange).

Once you enter everything, click **'Save Changes'** (purple).

You will be brought back to the **'Procedures and Exceptions'** page, where you should see your newly added procedure on the chart (red).

Type	Procedure/Exception Name	Exception/Exemption	Protocol Specific Procedure
Protocol Specific Procedure	Bacterial Challenge		Test

+ Add from my List of Procedures + Add Procedure/Exception Edit Procedure/Exception Remove Procedure/Exception

Page 1 of 1 20

If you need to edit your procedure, you will select the row of your procedure (red) needing edits and click the **'Edit Procedure/Exception'** button (yellow), and make your changes.

## Food/Water Restrictions

Exemptions

Will Animals be subject to Food and/or Water Restriction? \*

Yes No

If yes, please describe for how long and reason for fasting \*

Save changes Cancel changes

On the 'Food/Water Restriction' page, indicate if restriction is taking place by selecting **Yes** or **No** (yellow).

If Yes, include the details of the restriction such as: how long and the reason (orange).

Click the **'Save Changes'** button. This will take and it will take you to the next page.

## Restraint

+ Add from my List of Restraints    + Add Restraint    Edit Restraint    Remove Restraint

Restraint Type	Duration	Rationale

Page 1 of 0    20

If **'Restraint'** is checked on your species, this page will be next.

There will be nothing under **'my List of Restraints'** until you save from a previous protocol.

You will click **'+ Add Restraint'**, which will bring you to a new page:

Restraint Type \*

Describe the restraint and provide rationale if prolonged or chronic restraint are selected. \*

Duration of restraint.

How is animal acclimated to the restraint?

Clicking on the drop-down menu, **'Restraint Type'** you will select the option that applies:

Clicking on the **'Restraint Type'** drop-down menu, you will choose the option that best fits your situation:

Note: If you are unsure, reach out to the attending veterinarian.

Restraint Type \*

Chronic (restraint Lasting > 12 Hours)  
Manual Or Restraint Device 15-30 Minutes  
Manual Or Restraint Device < 15 Minutes  
Manual Or Restraint Device > 30 Minutes  
Specialized (component Of The Research Objective)

Once you select 'Restraint Type' you will then:

Describe and give Rationale if using prolonged or chronic restraint.

Specify the duration of the restraint.

Explain how the animal is acclimated to the restraint.

After all the information has been entered you can click '**Save Changes**'

Restraint Type \*

Manual Or Restraint Device 15-30 Minutes ▾

Describe the restraint and provide rationale if prolonged or chronic restraint are selected. \*

Duration of restraint.

How is animal acclimated to the restraint?

Save changes Cancel changes

## Surgical Procedures

Here you will list all of your surgeries.

Your '**List of Surgeries**' (orange) will be empty until you save from a previous protocol.

+ Add from my List of Surgeries + Add Surgery Edit Surgery Remove Surgery

Surgery Name	Recovery Type	Analgesics Withheld?	MMS?
Page 1 of 0 ALL ▾			

<< Previous page >> Next page

Click '**+Add Surgery**' (yellow) and it will bring you to a new page.

Select your "**Surgery Type**' (green) on the drop-down – here shows part of the list of available.

**Note:** If you do not see your surgery listed, please reach out to the IACUC office, Jess Marshall JMarshall@orc.msstate.edu, so it can be added to the available options.

Next you will select your '**Recovery Type**' (red): Survival or Non-survival.

Info Surgery Locations

Surgery Type \*

Recovery Type \*

Survival

Non-survival

- Amputation
- Ankylosis
- Buhner
- Cannulation
- Caslick
- Castration
- Cesarean Section
- Craniotomy
- Dehorning
- Episiotomy
- Hysterotomy

After selecting your recovery type, another question will appear to ask if there will be multiple survival.

Will any animal under go this surgery, recover and then undergo another survival surgery?

Yes  No

### Pre-Op

Explain your Pre-Op instructions (yellow).

Describe pre-op procedures and surgical preparation including acclimation period, fasting, procuring baseline information such as body weight, body temp, blood values, and preoperative analgesics.

### Multiple Major Survival Surgeries

If your animals have undergone previous our Pre-Op instructions

### Personnel

**Personnel:** Here you will list ALL your MSU personnel that will be involved in this protocol. Co-PIs, Lab Technicians, Students, Post-Docs, Volunteers. ANY and ALL Personnel.

**+Add from my Personnel List:** this will be a list of personnel listed in previous protocols. The first time you are entering personnel on a protocol, you will not have a list to pick from.

**+Add Personnel:** This is where you will enter personnel not listed on any of your previous protocols.

+ Add from my Personnel List		+ Add Personnel		✎ Edit Personnel		🗑 Delete Personnel	
Name ↕	Business Role	Phone	Email	Emergency Contact			
Marshall, Jessica Posey		662-325-3294	jpm692@msstate.edu				

**Personnel Info:** To search, you will enter the last name and choose the correct name from the drop down menu that populates and fill out any areas that pertain to them.

Personnel Info
Personnel Activities
Training Profile

Name \*

Business Role

Organization Department \*

Email

Office Phone

Cell Phone

Alternate Phone

- Marshall, Anne E.
- Marshall, Derek Hunter
- Marshall, Elizabeth Galey
- Marshall, Emma Davis
- Marshall, Jessica Posey
- Marshall, Joshua Paul
- Marshall, Montrell DeLafayette
- Marshall, Tkyuah Sharice

Emergency Contact

Primary Contact?

Copy Primary Contact on all Emails

This person has been authorized to submit on behalf of the protocol owner. (Please contact [IACUC@orc.msstate.edu](mailto:IACUC@orc.msstate.edu) to enable this option.)

At least one personnel must be designated as an 'Emergency Contact,' but you may assign more than 1 if needed.

You must contact the IACUC office to designate a personnel member who can submit protocols on your behalf.

**Personnel Activities:** you will select ALL the procedures you have listed on this protocol that they will be involved in.

**Edit and Delete Personnel:** these work the same as the previous sections. To make changes or remove that selected personnel you will select the row the person is listed on and then click the Edit or Delete button.

**Database Searched** this is when you have a Pain & Distress Category D or E.

**End Points** follow the instructions here.

**Attachments** ALL of your attachments will live here. Even if you attach on a certain page, you will be able to find them all on this tab. It will show you where it was attached – under the page column.

### Attachments

Attachments

Page ↑	File Name	Description	Original File Name
Attachments	<a href="#">00000076_1_0001_Researchers - How to create a protocol.pdf</a>	How to create a protocol	Researchers - How to create a protocol.pdf
Species Source	<a href="#">00000076_1_0001_Summary of R4 roles (1).docx</a>	species source	Summary of R4 Roles (1).docx

« Previous page    » Next page

File ↑	Description	Created On	Created At
<input type="checkbox"/> <a href="#">00000076_1_0001_Researchers - How to create a protocol.pdf</a>	How to create a protocol	02/03/2026	09:57:47

« Page 1 of 1 » 20 View 1 - 2 of 2

**Cancel Draft:** do not worry if you click this on accident. It will take you to a question on why you are cancelling. This will come to me, the IACUC office, to then withdraw it for you if it is a true cancellation.

### Cancel Protocol

Cancel Draft Protocol

Reason for Cancelling Draft Protocol \*

**Preview Protocol** this gives you a printable view of your protocol! You can also use this to search you protocol. It will only show the table of your attachments – it will NOT print out your attachments as it's document.