

Creating a New Protocol in RAP IACUC

There are 3 steps to submitting a protocol for review:

1st Create your Research Team to reflect your current staff/team members

- Alternatively, you can create a protocol with an existing team that you are on

2nd Search for the substances that are used in your protocol in the standard library

- Create any substances that are not found

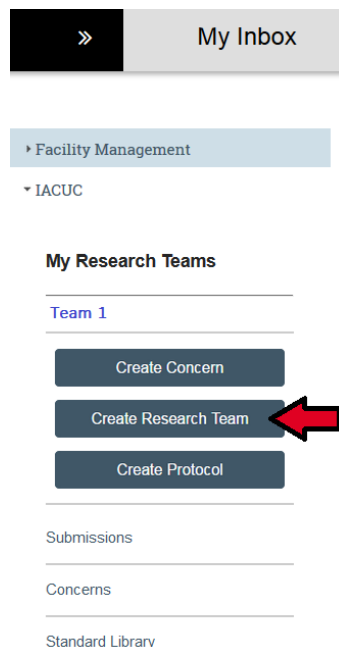
3rd Search for the procedures that are used in your protocol in the standard library

- Create all procedures that are being performed in your protocol

1. Log in to the Research Administration Portal (RAP): <https://rap.uc.edu/iacuc> and enter your UC credentials.

(the most compatible internet service provider is FireFox)

2. All activities begin at the Research Team level. To view the research teams that you are a part of, click the down arrow next to IACUC on the left hand side then click on the Research Team (most commonly named by the PI's last name). To create a new team click **"Create Research Team"**



3. Answer all the questions on the smartform to create your team

Research Team Information

1. * Research team name:

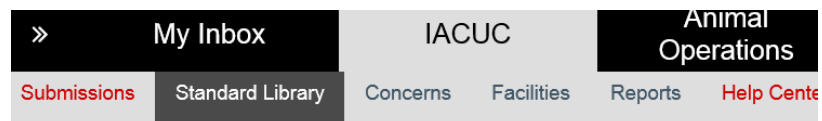
2. * Principal investigator:

3. Team members: ?

Name	Role	Involved in Animal Handling
There are no items to display		

4. Team default species: ?

4. Click +Add to add staff
5. Once the Research Team is created, click the “Substances” tab to check the standard library for the substances required for your protocol



Standard Library



Name	SmartForm	Execute Activity
17-Alpha-Ethinylestradiol	[Edit or View]	Action
2, 4, 6-Trinitrobenzene Sulfonic Acid	[Edit or View]	Action

6. If you do not your substance listed, you will need to add it.
 - o To see step by step instructions on how to add a substance, click [here](#)
7. Once all of your substances are listed, click the “Procedures” tab to check the standard library for the procedures required for your protocol

Standard Library



Procedures

Filter [?] Name

Name

Wire Cage Bottom

Wire Cage Bottom

White Noise

8. If you do not your procedure listed, you will need to add it.
 - To see step by step instructions on how to add a procedure, click [here](#)
9. Once all of your procedures and substances are available, you are ready to enter your protocol.
10. From the Research Team workspace, click Create Protocol.

Active RT- 01-02-03-04

Smith, J.
Principal investigator: Phone:
E-mail:

Next Steps

Edit Research Team

Create Protocol

Create Procedure

Create Substance

Procedures

Substances

Filter [?] ID Enter text to search for

11. Complete each page. Questions marked with a * are required fields
12. Once your protocol is complete, click Finish located on the bottom right of the last page (Supporting Documents page)
13. To submit your new protocol to the IACUC office for review, you must hit the Submit button (or your protocol will remain in a Pre-Submission status).

Pre-Submission

Next Steps

Edit Triennial Review

Printer Version

View Differences

Submit

Manage Ancillary Reviews

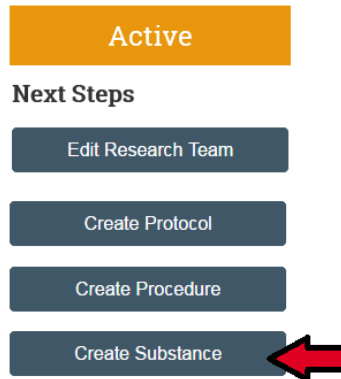
Add Comment

Discard

Creating Substances

If you are unable to locate a substance in the Standard Library, you will need to create it and the substance will be a Team Substance.

1. From the Research Team workspace, click “Create Substance”



2. Enter the name the drug name/compound/class and then select:
 - substance type (biological, chemical, radiologic)
 - housing required
 - any other option that applies

Substance Information

1. * Name:

2. * Substance types: (select all that apply)

- Biological
- Chemical
- Radiologic
- Standard Housing Area
- Biocontainment Room – During inoculation & necropsy
- Biocontainment Area - 72 hours after administration
- Biocontainment Room - Housing for entire study
- Chemical Containment– During administration & necropsy
- Chemical Use Room - 72 hours after administration
- Chemical Use Room - Housing for entire study
- Chemical: See Special Safety Use Advisory
- Radiation Commissioned Room
- Controlled Substance
- Biocontainment Room – During inoculation
- Anesthetic
- Biocontainment Area - ABSL-3
- Analgesic
- Paralytic Agent

3. Click Finish

4. You will now find the substance you created in the Substances tab as a Team procedure

The screenshot shows the 'Substances' tab in a software interface. At the top, there are navigation tabs: Submissions, Procedures, Substances, History, Research Team Contacts, and Archived Procedures. Below the tabs is a search bar with a 'Filter' dropdown set to 'Name', a search input field, and buttons for 'Go', '+ Add Filter', and '* Clear All'. A table lists substances with columns for Name, Date Modified, Type, and Scope. A red arrow points to the 'Scope' column.

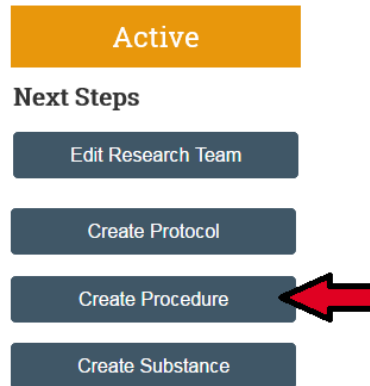
Name	Date Modified	Type	Scope
Test	8/24/2018 12:02 PM	Standard Housing Area, Chemical	Team
17-Alpha-Ethinylestradiol	11/22/2017 10:14 AM	Standard Housing Area, Chemical	Standard
2, 4, 6-Trinitrobenzene Sulfonic Acid	11/22/2017 10:14 AM	Standard Housing Area, Chemical	Standard

[-back to the top-](#)

Creating Procedures

If you are unable to locate a procedure in the Standard Library, you will need to create it and the substance will be a Team Procedure.

1. From the Research Team workspace, click “Create Procedures”



2. Enter the name the procedure/surgery and answer all questions marked with a *

Procedure Identification

1. * Name of the procedure or surgery:

2. * Select procedure type: ?

- Antibody Production
 - Behavioral
 - Euthanasia
 - Food or Fluid Restriction
 - Imaging
 - Non-Survival Surgery
 - Physical Restraint
 - Substance Administration
 - Survival Surgery
 - Tissue/Blood Collection
 - Non-Surgical
- [Clear](#)

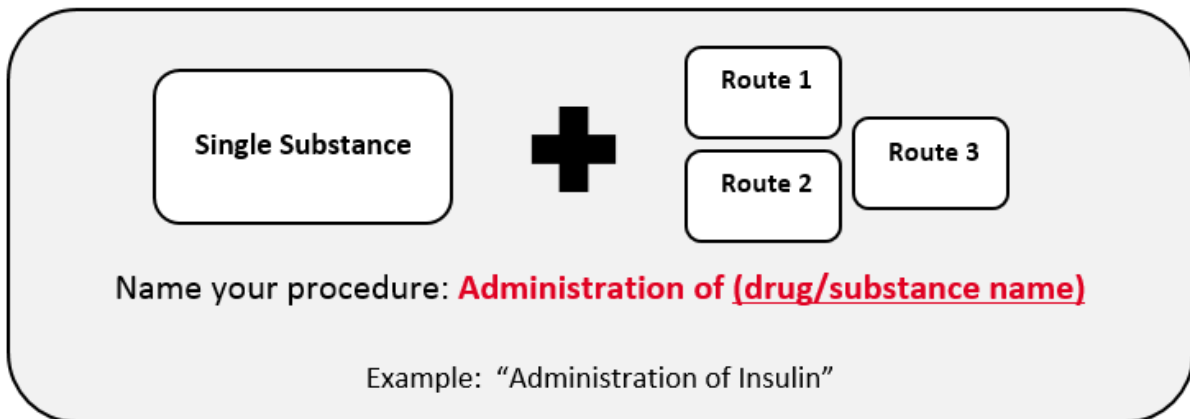
3. * Species:

4. * Will administering this procedure cause any more than momentary pain and distress?

Yes No [Clear](#)

3. If you are administering a substance (with the exception of anesthesia and analgesia – these are in the standard library) you will need to create a procedure that shows how you are giving the drug/compound. We recommend the following methods:

For a single substance with multiple routes, chose “Other” as the route then specify the routes in your protocol.



Procedure Identification

1. * Name of the procedure or surgery:

Administration of Insulin x

2. * Select procedure type: ?

- Antibody Production
 - Behavioral
 - Euthanasia
 - Food or Fluid Restriction
 - Imaging
 - Non-Survival Surgery
 - Physical Restraint
 - Substance Administration
 - Survival Surgery
 - Tissue/Blood Collection
 - Non-Surgical
- [Clear](#)

Administration of Substances

If the substance is not

Important!

1. * Substances:

+ Add

Substance

There are no items to

2. * Describe step-by-

Add Substance for Procedure

http://rapqa.uc.edu/IACUC/sd/CommonAdministration/Ch

Add Substance for Procedure

1. * Substance:

Insulin (Humulin) ... x

2. Route: ?

Other v

If you indicated Other, specify the route:

SQ and IV x

In order to specify “other routes” you must indicate in the box below Route but also specify in the text box for section 2. “Describe step-by-step the procedure for administering the substance:”

Administration of Substances

If the substance is not yet created: [Create Substance](#)

Important! Make sure you add your new substances to this procedure, if appropriate.

1. * Substances:

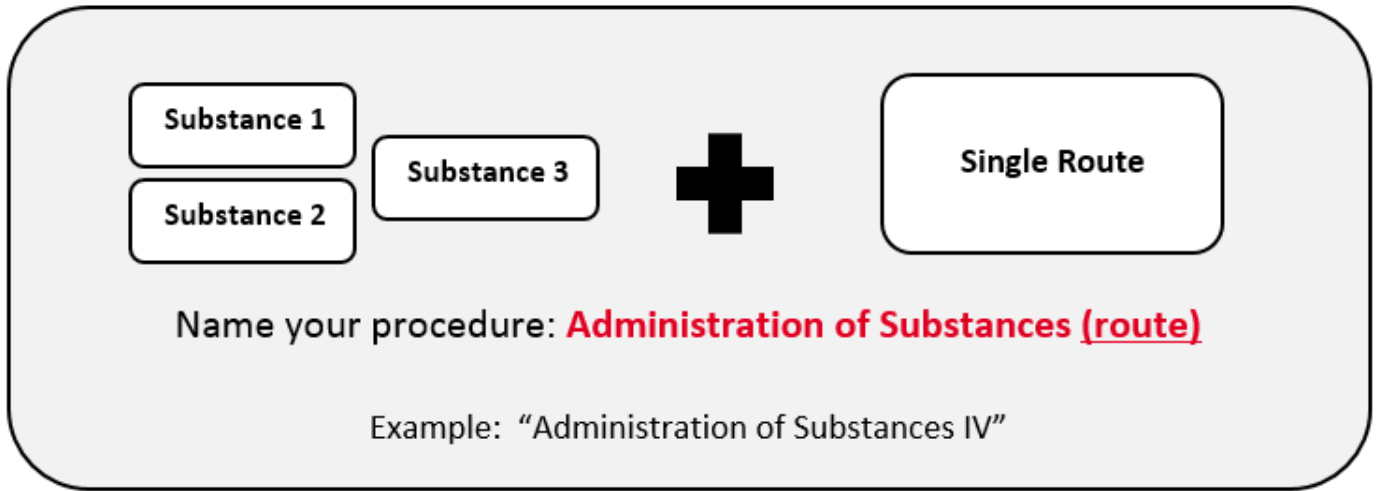
+ Add

Substance	Substance Scope	Route	Dose
Update Insulin	Standard	Other	

2. * Describe step-by-step the procedure for administering the substance: ?

IV and SQ

For multiple substances with a single route create the procedure and add all the substances used in your protocol.



Procedure Identification

1. * Name of the procedure or surgery:

Administration of Substances IV x

2. * Select procedure type: ?

- Antibody Production
- Behavioral
- Euthanasia
- Food or Fluid Restriction
- Imaging
- Non-Survival Surgery
- Physical Restraint
- Substance Administration
- Survival Surgery
- Tissue/Blood Collection
- Non-Surgical

[Clear](#)

Administration of Substances

If the substance is not yet created: [Create Substance](#)

Important! Make sure you add your new :

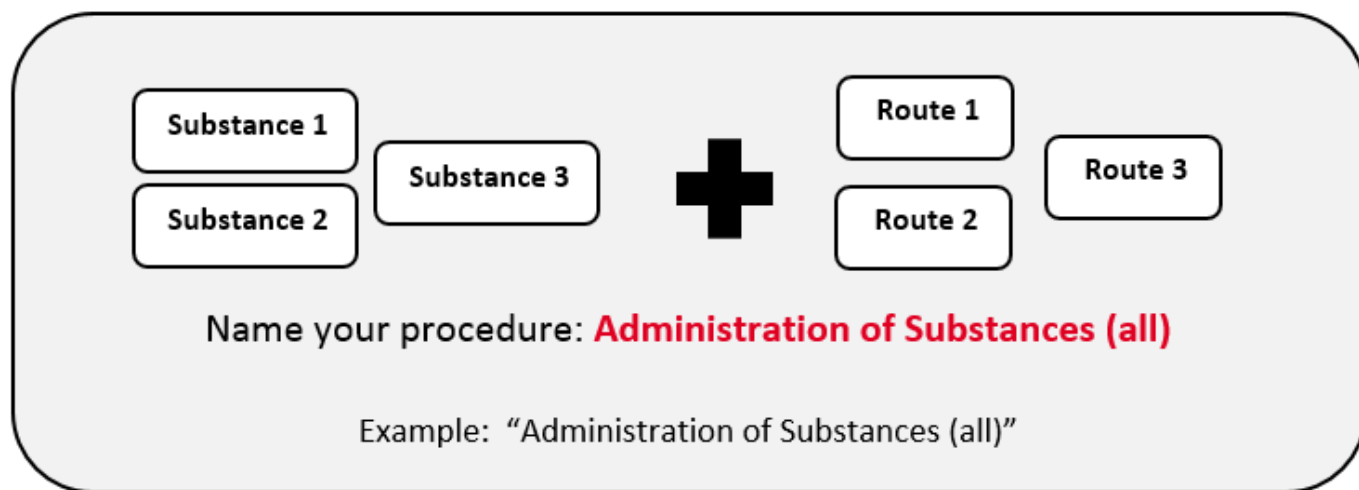
1. * Substances:

+ Add		
	Substance	Substance S
<input type="checkbox"/> Update	Doxycycline	Standard
<input type="checkbox"/> Update	Ampicillin	Standard
<input type="checkbox"/> Update	Amoxicillin	Standard

For multiple substances with multiple routes, create the procedure, add all substances used in your protocol and upload a document that includes:

- Name/agent/compound class
- Dose range
- Route
- Frequency

This information is found in previous protocol format in question 18.



Procedure Identification

1. * Name of the procedure or surgery:

Administration of Substances (all) x

2. * Select procedure type: ?

- Antibody Production
 - Behavioral
 - Euthanasia
 - Food or Fluid Restriction
 - Imaging
 - Non-Survival Surgery
 - Physical Restraint
 - Substance Administration
 - Survival Surgery
 - Tissue/Blood Collection
 - Non-Surgical
- [Clear](#)

Administration of Substances

If the substance is not yet created: [Create Substance](#)

! Important! Make sure you add your new substances to this procedure, if appropriate.

1. * Substances:

+ Add	
Substance	
<input type="checkbox"/> Update	Doxycycline
<input type="checkbox"/> Update	Doxorubicin
<input type="checkbox"/> Update	Ampicillin
<input type="checkbox"/> Update	Acepromazine (Acetylpromazine)
<input type="checkbox"/> Update	Cefazolin (Cephazolin)

2. * Describe step-by-step the procedure for administering the substance: ?

See attached|

[-back to top-](#)