

IACUC RESEARCH ADMINISTRATION PORTAL (RAP) NAVIGATION CHEATSHEET

IACUC RAP website: <https://acup.uc.edu/IACUC>

Login using your UC 6+2 and password. Bookmark this page!

- In this system, anything with red or blue lettering is clickable.
 - Click a **column header** to sort the contents ascending or descending.
 - Clicking the **name of a protocol, procedure, or substance** will open its contents for viewing.

Finding a Protocol

- Go to the **Submissions** section and click the **Research Teams** tab to see a list of your research teams and the associated Principal Investigator (PI). Click the research team name to open the team.



University of CINCINNATI Hello, Principal Investigator 1 ▾

» Dashboard AOPS IRB IACUC

Submissions Standard Library Concerns Facilities Reports Help Center

Submissions

Create Concern
Create Research Team
Create Protocol

Search Q

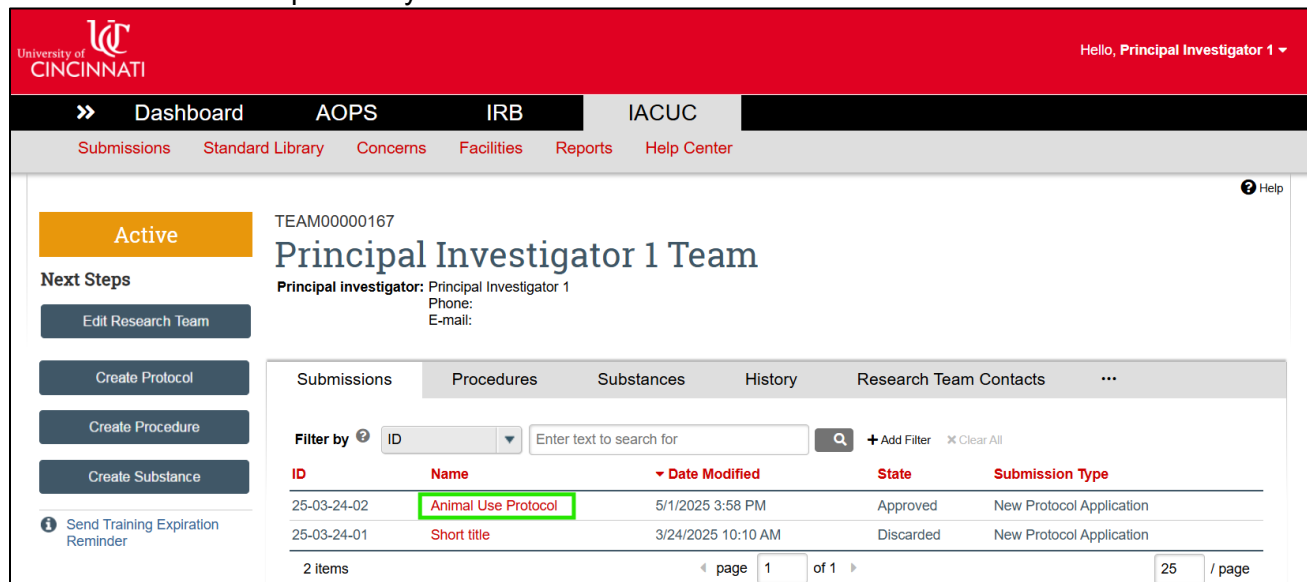
Research Teams In-Review Active Archived All Submissions

Filter by ⓘ Name ▾ Enter text to search for Q + Add Filter X Clear All

Name	Investigator
Principal Investigator 1 Team	Principal Investigator 1

1 items page 1 of 1 25 / page

- Click the name of the protocol you want to view.



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» Dashboard AOPS IRB IACUC

Submissions Standard Library Concerns Facilities Reports Help Center

Active

Next Steps

Edit Research Team
Create Protocol
Create Procedure
Create Substance

Send Training Expiration Reminder ⓘ

TEAM00000167

Principal Investigator 1 Team

Principal investigator: Principal Investigator 1
Phone:
E-mail:

Submissions Procedures Substances History Research Team Contacts ...

Filter by ⓘ ID ▾ Enter text to search for Q + Add Filter X Clear All

ID	Name	Date Modified	State	Submission Type
25-03-24-02	Animal Use Protocol	5/1/2025 3:58 PM	Approved	New Protocol Application
25-03-24-01	Short title	3/24/2025 10:10 AM	Discarded	New Protocol Application

2 items page 1 of 1 25 / page

IACUC RAP NAVIGATION CHEATSHEET

Viewing a Protocol

- The protocol homepage includes the **protocol ID**, **name**, **expiration date**, and the **approval letter**.
 - Use the **tabs** on your protocol homepage to quickly view important protocol information.

The screenshot shows the IACUC protocol homepage for 'Animal Use Protocol' (ID: 25-03-24-02). The page is divided into several sections:

- Header:** University of Cincinnati logo, 'Hello, Principal Investigator 1', and navigation tabs: Dashboard, AOPS, IRB, IACUC, Submissions, Standard Library, Concerns, Facilities, Reports, Help Center.
- Left Sidebar:** 'Next Steps' section with buttons: View Protocol, Printer Version, Create Amendment. Below are links: Publish To Animal Operations, Request Closure, Assign Primary Contact, Assign PI Proxy, Manage Guest List, Manage Related Safety Protocols, Update Animal Use Count, Add Comment.
- Main Content Area:**
 - Protocol Info:** Principal investigator: Principal Investigator 1, Submission type: New Protocol Application, Primary contact: IACUC coordinator, Consulted vet: Admin office: IACUC, PI proxies: There are no items to display.
 - Related animal protocol:** 25-03-24-02: Animal Use Protocol
 - Flowchart:** Pre-Submission → Pre-Review (Clarification Requested) → IACUC Review (Clarification Requested) → Post-Review (Modifications Required) → Review Complete.
 - Metadata:** Letter: Correspondence_for_25-03-24-02.pdf(0.02), Protocol type: Experimental Research, Approval date: 3/24/2025 (25-03-24-02 - Animal Use Protocol), Latest approval date: 5/1/2025 (AM01-25-03-24-02 - Brief title), Effective date: 5/1/2025, Last day of annual review period: 3/24/2028, Last day of triennial approval period: 3/24/2028.
 - Tabs:** History, Experiments, Animal Counts, Documents, Reviews, Contacts, ...

- Click the **Experiments** tab to quickly access experiment and procedure details. You can click the name of any experiment or procedure to view more information and details.

The screenshot shows the IACUC protocol homepage for 'Animal Use Protocol' (ID: 25-03-24-02) with the 'Experiments' tab selected. The page displays a table of experiments and procedures:

Name	Species	USDA	Total	Pain	Category	Common Procedures
experiment 1	Mouse	no	100	B: 0, C: 100, D: 0, E: 0		- Blood Collection - Single or Multiple - Mouse (Standard - Tissue/Blood Collection) - Agent administration (Team - Substance Administration) [Archived] - Substance Administration - Euthanasia - Mouse (Standard - Substance Administration) - Substance Administration - Anesthesia - Mouse (Standard - Substance Administration) - Euthanasia - Chemical - Mouse (Standard - Euthanasia) - Genotyping and Identification - Mouse (Standard - Tissue/Blood Collection)

IACUC RAP NAVIGATION CHEATSHEET

- Click the **Documents tab** to quickly access chemical safety advisories, safety data sheets (SDS), and any other documents attached to the protocol. Click any document to open it and view its contents.

The screenshot shows the IACUC RAP system interface. At the top, there's a red header with the University of Cincinnati logo and the user's name 'Hello, Principal Investigator 1'. Below this is a navigation bar with tabs: Dashboard, AOPS, IRB, and IACUC. Under the IACUC tab, there are links for Submissions, Standard Library, Concerns, Facilities, Reports, and Help Center.

The main content area displays the 'Animal Use Protocol' for '25-03-24-02'. It includes a 'Next Steps' sidebar with buttons like 'View Protocol', 'Printer Version', and 'Create Amendment'. The protocol details section shows:

- Principal investigator: Principal Investigator 1
- Submission type: New Protocol Application
- Primary contact:
- IACUC coordinator:
- Consulted vet:
- Admin office: IACUC
- PI proxies: There are no items to display
- Related animal protocol: 25-03-24-02: Animal Use Protocol

A flowchart illustrates the review process: Pre-Submission → Pre-Review → IACUC Review → Post-Review → Review Complete. Below the flowchart, the 'Documents' tab is selected, showing a table of documents:

Document Name	Date Modified
There are no items to display	
Procedure documents:	
Blood and Fluid Guidelines.pdf(0.03)	7/7/2023 10:46 AM
Substance documents:	
Isoflurane Chemical Advisory.pdf(0.02)	10/15/2024 11:49 AM

At the bottom, there's a 'Reviewer Notes Summary' section with a 'Name' field and a note 'There are no items to display'.

- Use the **View Protocol** button or the **Printer Version** button on the left side of your screen to view the entire contents of your protocol.

This screenshot is similar to the previous one but shows the 'Documents' tab with a search filter applied. The 'View Protocol' and 'Printer Version' buttons in the 'Next Steps' sidebar are highlighted with green boxes. The 'Documents' table is filtered by 'Activity', showing the same documents as before. At the bottom, there's a search bar with the text 'Filter by Activity' and a search icon. Below the search bar, there are links for 'Activity', 'Author', and 'Activity Date'.

Protocol Review using the View Protocol button

1. The **right side reading pane** allows you to scroll through the entire protocol.
 - a. Use **Ctrl + F** to find specific keywords.
2. In the **left side navigation**, click any section of the protocol to quickly jump to its contents.

The screenshot shows the IACUC RAP navigation interface. The top header is red with the University of Cincinnati logo and the text 'Hello, Principal Investigator 1'. Below the header, there is a navigation menu on the left with sections: 'Basic Information & Funding', 'Experimental Design', and 'Blood Collection - Single or Multiple - Mouse (Standard - Tissue/Blood Collection)'. The 'Basic Information' section is currently selected. The main content area displays the 'Basic Information' form with the following fields:

- 1. * Select research team: ? (Principal Investigator 1 Team)
- 2. * Select admin office: ? (IACUC)
- 3. * Title of protocol: (Choose title of protocol)
- 4. * Short title: ? (Animal Use Protocol)
- 5. * Summary of research: ? (Provide a short, non-technical/lay terms description of the research, teaching, or testing. The narrative should be written as if providing a press release to a newspaper. Is the layman's section in terms that can be easily understood by someone with a high school education?)
- 6. * Principal investigator: (Principal Investigator 1)
- 7. * What is the intention of the animal protocol? ? (Experimental Research)

At the bottom right of the form, there is an 'Exit' button.

3. Use the **Compare** button in the top left to compare a previous version of the protocol to the current version (helpful when making requested clarifications and amendments).
 - a. Click the **down arrow ▼** to select the version of the protocol version that you want to compare to the current version.

The screenshot shows the IACUC RAP navigation interface with the 'Compare' button highlighted in the top left. The 'Compare' button is a green icon with a double arrow. Below it, a dropdown menu is open, showing the following versions:

Version	Description	Date
3.0	Amendment AM02-25-03-24-02 closed (Approved)	7/22/2025 7:44:38 AM
2.0	Amendment AM01-25-03-24-02 closed (Approved)	5/1/2025 3:58:14 PM
1.0	Approved	3/24/2025 10:44:22 AM
0.1	Submitted to IACUC	3/24/2025 10:37:59 AM
0.0	[No description]	3/24/2025 10:14:43 AM

The 'Compare' button is highlighted in green, and the dropdown menu is also highlighted in green. The main content area displays the 'Basic Information' form with the following fields:

- 1. * Select research team: ? (Principal Investigator 1 Team)
- 2. * Select admin office: ? (IACUC)
- 3. * Title of protocol: (Choose title of protocol)
- 4. * Short title: ? (Animal Use Protocol)
- 5. * Summary of research: ? (Provide a short, non-technical/lay terms description of the research, teaching, or testing. The narrative should be written as if providing a press release to a newspaper. Is the layman's section in terms that can be easily understood by someone with a high school education?)
- 6. * Principal investigator: (Principal Investigator 1)
- 7. * What is the intention of the animal protocol? ? (Experimental Research)

Viewing Experiments

1. Click on **Experiments** in the left side navigation to quickly jump to that section of the protocol.
 - a. **Question 2 and 3** describe if there are multiple surgical events done on one animal.
 - b. **Question 4** describe the protocol humane endpoints. If the protocol describes chronic conditions or conditions that cause persistent clinical signs (pain category E), add justification for allowing clinical signs to persist instead of humanely euthanizing the animals.

Experiments

1. * Define the experiments to be used in this protocol:

Name	Species	Is USDA	Total	Pain Category	Common Procedures
experiment 1	Mouse	no	100	B: 0, C: 100, D: 0, E: 0	- Blood Collection - Single or Multiple - Mouse (Standard - Tissue/Blood Collection) - Substance Administration - Euthanasia - Mouse (Standard - Substance Administration) - Substance Administration - Anesthesia - Mouse (Standard - Substance Administration) - Agent administration (Team - Substance Administration) - Euthanasia - Chemical - Mouse (Standard - Euthanasia) - Genotyping and Identification - Mouse (Standard - Tissue/Blood Collection)
experiment 2	Mouse	no	100	B: 0, C: 100, D: 0, E: 0	- Blood Collection - Single or Multiple - Mouse (Standard - Tissue/Blood Collection) - Substance Administration - Euthanasia - Mouse (Standard - Substance Administration) - Substance Administration - Anesthesia - Mouse (Standard - Substance Administration) - Agent administration (Team - Substance Administration) - Euthanasia - Chemical - Mouse (Standard - Euthanasia) - Genotyping and Identification - Mouse (Standard - Tissue/Blood Collection)

2. If the experiments include survival surgery, will any single animal undergo more than one survival surgery? (include any animal that underwent surgery prior to use on this protocol) ?
☐ Yes ☐ No

3. * Describe the order of and time interval between surgical procedures on a single animal:
 Order and time interval of surgeries.
 * Provide scientific justification for multiple survival surgical procedures on a single animal:
 Scientific justification for multiple surgical events.
 * Specify how many animals will undergo multiple survival surgeries:
 How many animals will undergo multiple minor or major surgeries?

4. If the animal will experience more than momentary unrelieved pain and/or distress, justify. Otherwise state "No":
 If the protocol describes chronic conditions or conditions that cause persistent clinical signs and is considered category E for these reasons, add justification for allowing clinical signs to persist instead of humanely euthanizing the animals.

4. Click the **experiment name** to open a panel that will slide in from the right side of your screen. The slide-in panel provides further experimental details that you can scroll through.

View Experiment

1. * Experiment name:
experiment 1

2. * Species: ?
Mouse

3. Describe the experiment: (Include justification of the purpose of the experiment):
 Provide purpose for experiment-include a summary sentence or two explaining why the experiment is being performed and the value that it adds.
 Provide a clear, concise, and sequential description of what will happen to the animals.
 Provide an outline of the procedures/manipulations performed on each group. List the number of animals per group, number of groups per study, and maximum duration on the study. Note that details of the specific procedures will be in Q5.

4. Justify the number of animals to be involved in this experiment. (Justify each group size using literature citation or power analysis):
 Justify group size or "N" using literature citation or power analysis.

5. Select common procedures: (applied to all animals in the experiment) ?

Name	Type	Version	Scope
Euthanasia - Chemical - Mouse	Euthanasia	5	Standard
Agent administration	Substance Administration	2	Team
Substance Administration - Anesthesia - Mouse	Substance Administration	2	Standard
Substance Administration - Euthanasia - Mouse	Substance Administration	3	Standard
Blood Collection - Single or Multiple - Mouse	Tissue/Blood Collection	4	Standard
Genotyping and Identification - Mouse	Tissue/Blood Collection	5	Standard

6. * Total number of animals used in this experiment:
100

7. Number of animals by pain category: (include each animal only once in the highest pain category) ?
 B: 0
 C: 100
 D: 0
 E: 0

OK

IACUC RAP NAVIGATION CHEATSHEET

- a. **Question 3** contains a detailed description of the experiment.
- b. **Question 5** provides a list of related procedures. Click the **procedure name** to open the procedure page in a new window where you can view detailed information.
 - i. Learn more about [Viewing Procedures](#) on the next page of this cheatsheet.

1. * Experiment name:
experiment 1

2. * Species: ?
Mouse

3. Describe the experiment: (Include justification of the purpose of the experiment):
 Provide purpose for experiment-include a summary sentence or two explaining why the experiment is being performed and the value that it adds.
 Provide a clear, concise, and sequential description of what will happen to the animals.
 Provide an outline of the procedures/manipulations performed on each group. List the number of animals per group, number of groups per study, and maximum duration on the study.
 Note that details of the specific procedures will be in Q5.

4. Justify the number of animals to be involved in this experiment. (Justify each group size using literature citation or power analysis):
 Justify group size or "N" using literature citation or power analysis.

5. Select common procedures: (applied to all animals in the experiment) ?

Name	Type	Version	Scope
Euthanasia - Chemical - Mouse	Euthanasia	5	Standard
Agent administration	Substance Administration	1	Team
Substance Administration - Anesthesia - Mouse	Substance Administration	2	Standard
Substance Administration - Euthanasia - Mouse	Substance Administration	3	Standard
Blood Collection - Single or Multiple - Mouse	Tissue/Blood Collection	4	Standard
Genotyping and Identification - Mouse	Tissue/Blood Collection	5	Standard

- c. **Question 8** describes any husbandry exceptions to LAMS standard practices. These include single housing for social animals, non-standard caging, medicated water/special diet, withholding enrichment, acclimation waiver, do not disturb, and extended weaning.
- d. **Question 10** describes humane endpoints and monitoring. This includes expected adverse effects such as clinical signs and symptoms, how and when you will monitor, when to contact LAMS for consultation, and when the experiment is terminated and animals are euthanized.
 - i. Sometimes, questions 9 and 10 appear blank due to a system bug that will be fixed in the next upgrade. Read [Appendix 1 – View Missing Content for Experiment Questions 9 & 10](#) for viewing instructions.

8. Identify husbandry exceptions:

Exception Type	Description and Justification
View Special Diet	Provide description and justification

9. Describe the maximum number of procedures an animal will experience:
 Provide the maximum number of procedures per procedure category (listed in Q5)

10. Describe expected adverse clinical signs/symptoms, frequency of monitoring, and criteria for removal from the experiment and/or euthanasia:
 Describe expected adverse effects including clinical signs and symptoms, how and when you will monitor, when you will contact LAMS for consultation, and when experiment is terminated and animals are euthanized.

Viewing Procedures

1. When viewing the experiment slide-in panel, you can click the **procedure name** to open the procedure page in a new window.
2. On the procedure page, click the **View Procedure** button to see more details.

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Dashboard AOPS IRB IACUC

Submissions Standard Library Concerns Facilities Reports Help Center

Active PROC00011670

Intra-tracheal - Mouse

Procedure type: Survival Surgery
 Procedure scope: Standard
 Species: Mouse
 Version: 1
 Coordinator:
 Approval date: 12/10/2024

Surgery type: Minor

Consulted vet:
 Last day of approval period:

Pre-Review → IACUC Review → Review Complete
 Clarification Requested

Next Steps

View Procedure

Printer Version

Add Comment

Copy Procedure

3. **Surgery** procedures describe details in the **Survival Surgery** section of the procedure form:
 - a. Question 2: detailed description of the surgical procedure
 - b. Question 3: aseptic preparation of the animal, surgeon and instruments
 - c. Question 4: anesthetics and analgesics, including the level of analgesia
 - i. Click the **procedure name** to see details (e.g. analgesia level 2 moderate)
 - d. Question 5: post-operative care and monitoring, including how often animals should be monitored, what specific care is required, and more.

Compare

Go to forms menu Print Help

Procedure Identification

Survival Surgery

Procedure Documents

Survival Surgery

1. * Surgery type: Minor

2. * Describe the surgical procedure:

Animals are placed on an operating platform and maintained at approximately 45 degree angle. A small skin incision is made on the ventral aspect of the neck. Trachea is exposed by gentle tissue dissection in order to visualize and access the tracheal rings. The agent is administered via direct needle penetration between tracheal rings (bevel side up). After delivery, the incision is closed with sutures +/- skin glue.

3. * Describe how the animal, surgeon and instruments will be prepared for aseptic surgery:

ACUP survival surgery guidelines will be followed.

Animal Prep: hair removal followed by alternating scrubs of povidone iodine or chlorhexidine and 70% ethanol repeated 3 times.
 Surgeon Prep: clean lab coat, surgical scrubs or disposable gown; mask; sterile surgical gloves. Hair bonnet/cap is recommended.
 Instrument Prep: Instruments will be steam (e.g., autoclave) or gas (e.g., ethylene oxide) sterilized initially. Some items may come sterile from the manufacturer or may require chemical sterilization according to directions from the manufacturer.

If batch surgeries are performed, instruments will be sterilized between animals via glass bead sterilization. A new surgical pack will be used following the 5th animal.

4. Select the anesthesia and analgesia procedures to be used:

Name	Type	Version	Scope
Substance Administration - Analgesia Level 0 - Minimal (up to 12 hours) - Mouse	Substance Administration	2	Standard
Substance Administration - Anesthesia - Mouse	Substance Administration	2	Standard

5. Describe post-operative care and monitoring: (immediate post-operative and daily thereafter)

During and immediately following surgery, animals will receive supplemental heat (e.g., circulating warm water blanket or equivalent to prevent thermal injury) until they regain consciousness. Animals will be continuously monitored until sternal. Respiration will be monitored during the immediate post-operative period. Animals should be breathing normally with no gasping or open-mouth breathing.
 Wet chow or hydrogel may be provided post-operatively. Animals will be checked for at least 1 day following surgery to monitor (and document) the surgical site, behavior, and analgesic administration. The animal will receive analgesics as described in the Substance Administration-Analgesia SmartForm.
 LAMS Veterinary staff will be consulted if there are any clinical concerns or adverse events associated with this procedure.

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4. **Substance Administration** procedures describe details in the **Substance Administration** section of the procedure form:
- Question 1:** substance name, administration route, dosing and frequency, volume, how and why the substance is used, and substance grade (pharmaceutical grade or not)
 - Question 2:** detailed description of the administration procedure

Administration of Substances

1. **Substances:**

Substance	Substance Scope	Route	Other Route	Dose	Dosage Frequency	Concentration	Volume	Purpose	Pharma Grade
Tamoxifen	Standard	Other		up to dose in mg/kg by route	Up to X for up to how long?	as needed	maximum volume by route-or refer to guidelines	Briefly provide why you need this substance, what are you using it for.	Pick one: Yes, No-not available, No-incorrect formulation, No-other
Fluoxetine	Standard	Other	list of routes for agent or if single route, use dropdown	up to dose in mg/kg by route	Up to X for up to how long?	as needed	maximum volume by route-or refer to guidelines	Briefly provide why you need this substance, what are you using it for.	Pick one of the responses: Yes, No-not available, No-incorrect formulation, No-other
Doxycycline	Standard	Oral: Feed		up to dose in mg/kg by route	Up to X for up to how long?	as needed	maximum volume by route-or refer to guidelines	Briefly provide why you need this substance, what are you using it for.	Pick one of the responses: Yes, No-not available, No-incorrect formulation, No-other

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

- SC or IP: Animal is gently restrained, and injection is given.
- IV (tail vein): Animal will be manually or mechanically restrained, and the injection is given. Following injection, pressure is applied to the injection site with sterile gauze until bleeding stops.
- IV (retroorbital under anesthesia): Animal is anesthetized, and the injection is given. Following injection, pressure is applied to the injection site with sterile gauze until bleeding stops.
- If multiple injections are necessary, injections are given in alternating eyes.
- Oral gavage: Animal is gently restrained, the oral gavage needle/tube is inserted, the substance is administered, and needle/tube removed.
- Substance administered during a surgical procedure: Substance administration description is provided in the associated surgical procedure.
- Food/water administration

3. **Describe any anticipated adverse reactions to administering the substances:**
What adverse reactions are caused by the substance? Tumors? lethargy? etc.

Protocol Review using the Printer Version button

1. On the protocol page: click the **Printer Version** button, select the **Submission Details** option, then click the **Print** button. This will open protocol details in a new window.

Animal Use Protocol

25-03-24-02

Principal investigator: Principal Investigator 1
Submission type: New Protocol Application

Primary contact:
IACUC coordinator:
Consulted vet:
Admin office: IACUC
PI proxies:
There are no items to display
Related animal protocol:

Letter: Correspondence_for_25-03-24-02
Protocol type: Experimental Research
Approval date: 3/24/2025 (25-03-24-02 - Animal Use Protocol)
Latest approval date: 7/22/2025 (AM02-25-02)
Effective date: 7/22/2025
Last day of annual review period:
Last day of triennial approval period: 3/24/2028

25-03-24-02: Animal Use Protocol

Pre-Submission → Pre-Review → IACUC Review → Post-Review → Review Complete

Clarification Requested → Clarification Requested → Modifications Required

Choose the Items to Print

☒ Submission Details
Includes table of contents, relevant SmartForm pages, and details of experiments and procedures.

☐ Default
This is a default packet option which just prints the SmartForm in the current path

Print Cancel

Benefits	Drawbacks
- You can scroll through the entire protocol. - Experiments are fully expanded to show all details - Procedures are fully expanded to show all details - Use Ctrl-F to find keywords.	- A lot of extra language and duplication of unnecessary information. - Not actually printable. Do NOT print in this form as each section prints on a different page. Contact the IACUC office for a printable version in Word.

Jumping Between IACUC and AOPS

- There are 2 areas of the RAP website that each have unique functions:
 - [IACUC RAP](#) - protocol and personnel management
 - [AOPS RAP](#) - animal census and LAMS services
- On the [IACUC](#) protocol page, there is a link to the **related animal (AOPS) protocol**. This facilitates a seamless connection between the two areas of RAP (may require login again).

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Dashboard AOPS IRB IACUC

Submissions Standard Library Concerns Facilities Reports Help Center

Approved 25-03-24-02

Animal Use Protocol

Principal investigator: Principal Investigator 1
 Submission type: New Protocol Application
 Primary contact:
 IACUC coordinator:
 Consulted vet:
 Admin office: IACUC
 PI proxies:
 There are no items to display
 Related animal protocol: [25-03-24-02: Animal Use Protocol](#)

Letter: [Correspondence_for_25-03-24-02.pdf\(0.02\)](#) ...
 Protocol type: Experimental Research
 Approval date: 3/24/2025 (25-03-24-02 - Animal Use Protocol)
 Latest approval date: 7/22/2025 (AM02-25-03-24-02 - Amendment for 25-03-24-02) ...
 Effective date: 7/22/2025
 Last day of annual review period:
 Last day of triennial approval period: 3/24/2028

Next Steps

View Protocol

Printer Version

Create Amendment

Publish To Animal Operations

Offspring Reporting

- Must be submitted through [AOPS RAP](#) monthly and notify the [IACUC office](#) to let us know that you will be reporting offspring in this manner per [Rodent Colony Management Guidelines](#).
- On your AOPS protocol page, click the **Update Breeding Information** link in the left navigation.

UNION RESEARCH SUITE

Hello, Principal Investigator 1

Dashboard IRB IACUC AOPS Facilities

Bulk Activations Bulk Deactivations Protocols Orders Transfers Service Requests Cage Cards ...

Approved 25-03-24-02

Animal Use Protocol

Approved: 100
 Used: 14
 On Order: 0
 Available: 86
 Cage cards on Census: 0

Approval Date: 5/1/2025
 Expiration Date: 3/24/2028
 Created by: System Administrator
 Principal Investigator: Principal Investigator 1
 Parent Protocol:

Related IACUC submission: 25-03-24-02: Animal Use Protocol

Next Steps

View Protocol

Printer Version

Order Animals

Transfer/Export Animals

Report Animal Event

Request Service

Reserve Procedure Room

Reserve Cage Cards

Modify Cage Cards

[Update Breeding Information](#)

Animal Groups	History	Animal Orders	Transfers and Exports	Service Requests	Events	...				
Group	Species	# Births	# Weaned	# Culled	# Used	% Used	# On Order	# Available	% Available	Pain Category
View Mouse-Pain Category C	Mouse	0	0	0	0	0	0	100	100	Pain Category C

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- A pop up will appear with the species and number of animals currently approved on your protocol. Click the **Update button** next to the species for which you want to report offspring, enter the **number of births** you are reporting in Question 2, then click the **OK** button in the bottom right corner.

Update Breeding Information

Provide updated breeding information since the last reported breeding update.

Last Breeding Update:

1. Breeding Information:

Animal Group: Mouse-Pain Category C

Births: 10

2. Comments:

3. Total Approved: 100

4. Total Available: 100

* Required

OK Cancel

- Add any comments that you may have and click the **OK** button in the bottom right corner to complete.

Update Breeding Information

Provide updated breeding information since the last reported breeding update.

Last Breeding Update:

1. Breeding Information:

Animal Group	New Births	Total Approved	Total Available
Mouse-Pain Category C	10	100	100

2. Comments:

OK Cancel

- The reported births are now documented on the AOPS protocol and the number of animals available has been updated. **This is a great place to track animal usage!**

Approved 25-03-24-02

Animal Use Protocol

Next Steps

- View Protocol
- Printer Version
- Order Animals
- Transfer/Export Animals
- Report Animal Event
- Request Service
- Reserve Procedure Room

Approved: 100
Used: 14
On Order: 0
Available: 86
Cage cards on Census: 0

Approval Date: 5/1/2025
Expiration Date: 3/24/2028
Created by: System Administrator
Principal Investigator: Principal Investigator 1
Parent Protocol:

Related IACUC submission: 25-03-24-02: Animal Use Protocol

Group	Species	# Births	# Weaned	# Culled	# Used	% Used	# On Order	# Available	% Available	Pain Category
Mouse-Pain Category C	Mouse	10	0	0	10	10	0	90	90	Pain Category C

Filtering and Searching IACUC RAP

1. Use the **filter** dropdown menu to sift through a large amount of information to find and focus on only what you need. Use the **Add Filter** button to apply multiple filters at a time.

Standard Library

Procedures Substances History Archived Procedures Archived Substances

Filter by Procedure Type **+ Add Filter** Clear All

▲ ID
 PROC000083 Name n (MI)/Cardiac Ischemia - Mouse [Edit or View] ▼
 PROC000083 Date Modified oarctation (TAC) - Mouse [Edit or View] ▼
 PROC000083 State on (IR) - Mouse [Edit or View] ▼
 PROC000083 Version s-24 hours) - Mouse [Edit or View] ▼
 PROC00009 Species s-24 hours) - Rat [Edit or View] ▼
 PROC00009 Procedure Type
 PROC00009207 Open Field and Variations (Novel object interaction/recognition, marble burying, buried food) - Mouse [Edit or View] ▼

Procedures Substances History Archived Procedures Archived Substances

Filter by Procedure Type **+ Add Filter** Clear All

and by Species Remove Filter

ID	Name	SmartForm	Execute Activity	Date Modified	State	Version	Species	Procedure Type
PROC00009306	Substance Administration – Analgesia Level 3 - Severe – Rat	[Edit or View] ▼	Actions ▼	8/22/2024 2:59 PM	Active	3	Rat	Substance Administration
PROC00009298	Substance Administration – Analgesia Level 2 - Moderate – Rat	[Edit or View] ▼	Actions ▼	8/22/2024 2:59 PM	Active	3	Rat	Substance Administration
PROC00009292	Substance Administration – Analgesia Level 1 - Mild – Rat	[Edit or View] ▼	Actions ▼	8/22/2024 2:58 PM	Active	3	Rat	Substance Administration
PROC00010598	Substance Administration-Perfusion-Rat	[Edit or View] ▼	Actions ▼	11/22/2023 11:07 AM	Active	3	Rat	Substance Administration
PROC00009386	Substance Administration - Euthanasia - Rat	[Edit or View] ▼	Actions ▼	8/4/2023 10:20 AM	Active	3	Rat	Substance Administration
PROC00009346	Substance Administration for Metabolic/Lipid Tolerance Tests - GTT/ITT/PTT/LTT - Rat	[Edit or View] ▼	Actions ▼	8/1/2023 1:27 PM	Active	5	Rat	Substance Administration
PROC00009300	Substance Administration – Analgesia Level 0 - Minimal (up to 12 hours) – Rat	[Edit or View] ▼	Actions ▼	7/28/2023 10:04 AM	Active	2	Rat	Substance Administration
PROC00009238	Substance Administration - Anesthesia - Rat	[Edit or View] ▼	Actions ▼	7/18/2023 8:42 AM	Active	2	Rat	Substance Administration

8 items page 1 of 1 25 / page

2. You can perform a **partial search** of data using the wildcard symbol (%).
 - a. Example: searching for **%glu** on the substances tab will result in a list of results with “glu” anywhere in the name.

Standard Library

Procedures Substances History Archived Procedures Archived Substances

Filter by Name **+ Add Filter** Clear All

ID	Name
SUBST00003137	Modulators of Glutamate Receptor Signaling (e.g. Flumazenil, bicuculline, baclofen, AMPA, MGluRs, NMDA, Ibiphenate, kainate)
SUBST00003126	Skin glue/tissue adhesive (e.g. vet bond)
Subst0640	Glucose and related carbohydrates (e.g. simple sugars, disaccharides)
SUBST00002823	Amino acids (e.g. leucine, L-arginine, cystine, glutamine)
Subst0189	2-Deoxyglucose
SUBST00002425	Calcium Gluconate

IACUC RAP NAVIGATION CHEATSHEET

Where to Get Help

Animal Care and Use Program (ACUP) policies, guidelines, forms, signs, and IACUC/AOPS RAP tutorials are available in many convenient locations. Bookmark these pages for quick access!

1. **IACUC RAP** Help Center

University of CINCINNATI

Dashboard AOPS IRB IACUC

Submissions Standard Library Concerns Facilities Reports **Help Center**

Help Center

See the links below for printable guides and videos.

Policies & Guidelines Forms & Signs RAP Tutorials

ACUP Policies

Name
IBC Policy: Animal Containment & Human Xenograft
IBC Policy: Animal Containment & Viral Vectors
Policy 100 - Protocol Submission and IACUC Review
Policy 101 - ACUP Training
Policy 102 - Environmental Enrichment and Social Housing
Policy 103 - Food or Fluid Regulation Requirements for Rodents
Policy 105 - Expired Materials & Non-Pharmaceutical Grade Substances

2. Bearcats Landing - <https://mailuc.sharepoint.com/sites/ResearchEthicsIntegrity/SitePages/ACUP.aspx>

Animal Care and Use Program

Introduction

The Animal Care and Use Program (ACUP) is responsible for the regulatory oversight and veterinary care of all research activities that involve live, vertebrate animals at the University of Cincinnati. The program is comprised of 2 units: the IACUC Office, and Laboratory Animal Medical Services (LAMS).

Our program is fully [AAALAC accredited](#) and recent USDA inspection reports are available on the [USDA Inspection Reports Search](#).

Grant Submission Information

- Most recent AAALAC Accreditation Date: July 18, 2023
- Upcoming AAALAC Renewal Date: July 2026
- PHS Assurance Number: #D16-00190 (A3295-01)
- PHS Assurance Expiration: November 30, 2027
- USDA Registration Number: 31-R-0027
- Last USDA Inspection Date: March 5, 2025

[Click here for a full list of boilerplate data](#)

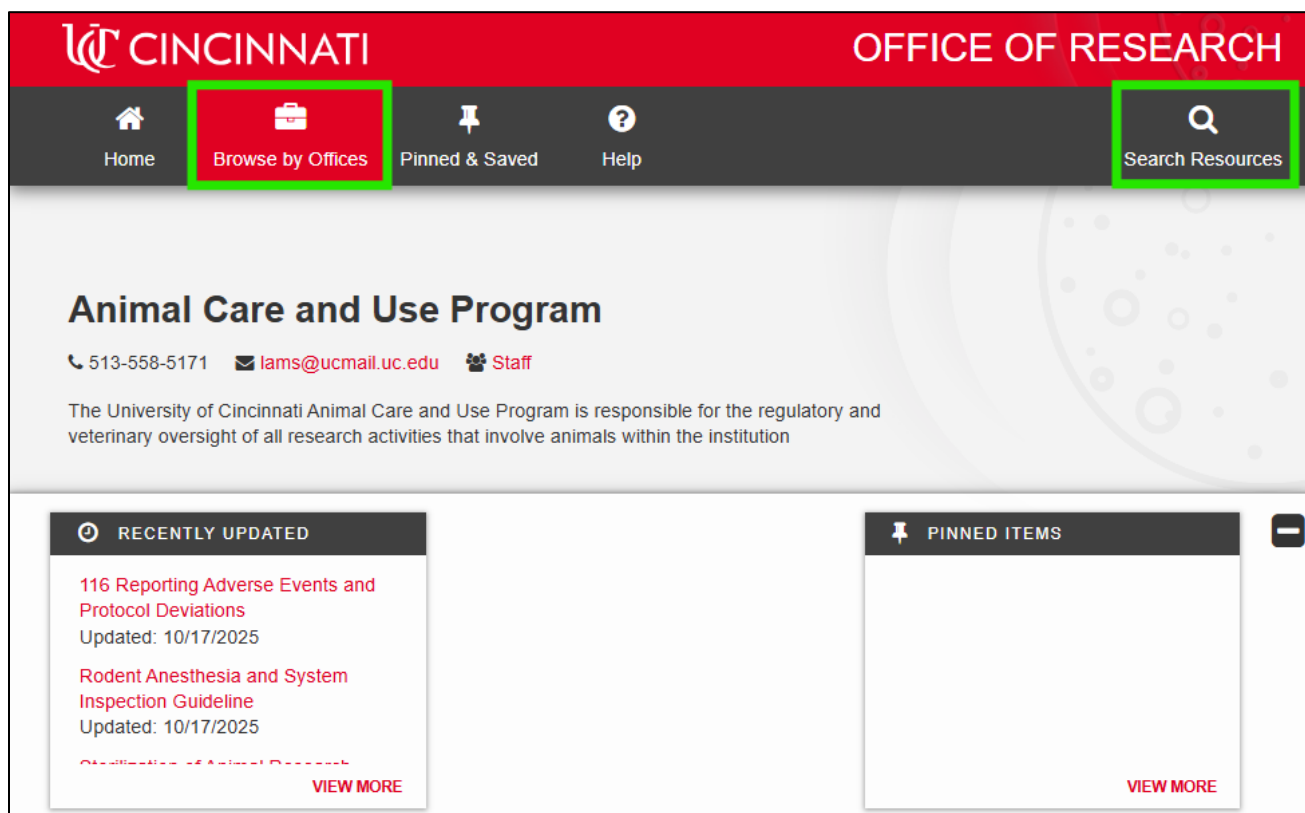
I want to learn more about...

IACUC Protocol Management	ACUP Policies, Guidelines, Forms & Signs	Reporting Concerns	Post-Approval Monitoring
ACUP Training	LAMS Veterinary Services	LAMS Husbandry Services	Animal Orders & Transfers
Research Administration Portal (RAP)	LAMS Facility Access	Visitors & Interinstitutional Collaborations	Animal Import/Export & Quarantine

IACUC RAP NAVIGATION CHEATSHEET

3. Research How 2 - <https://researchhow2.uc.edu/>

- a. You can **browse by office** (Animal Care and Use Program) or **search resources** using keywords.



4. Contact Animal Regulatory Compliance (IACUC Office)

• General inquiries	IACUC@uc.edu
• IACUC RAP navigation • Protocol writing & review	Nathalie Conway-James - 513-558-5106, conwayne@ucmail.uc.edu
• Onboarding training	Abbie Thompson - 513-936-7173, animaltraining@ucmail.uc.edu
• Post-approval monitoring • Offspring reporting	Shandra Wombles - 513-558-5713, bohlansk@ucmail.uc.edu
• Compliance issues	Jenn White - 513-558-5103, brombejr@ucmail.uc.edu

5. Contact Laboratory Animal Medical Services (LAMS)

• Urgent veterinary issues	513-558-5518 & 513-558-6213
• General inquiries • AOPS navigation • Service requests	LAMS@uc.edu , 513-558-5171
• Caging & supplies • Technical services • Husbandry questions	LAMS-Husbandry@uc.edu
• Procedure & surgery • Animal health & care	LAMS-Veterinary@uc.edu

Appendix 1 – View Missing Content for Experiment Questions 9 & 10

If Question 9 and 10 appear blank on the protocol form, you will need to use the workaround described below to view this content.

9. Describe the maximum number of procedures an animal will experience:

10. Describe expected adverse clinical signs/symptoms, frequency of monitoring, and criteria for removal from the experiment and/or euthanasia:

1. Navigate to the IACUC protocol page and click on the last approved amendment in the **History** tab.

The screenshot shows the IACUC protocol page for 'Animal Use Protocol' (ID: 25-03-24-02). The page is titled 'Animal Use Protocol' and shows the 'History' tab selected. The 'History' tab displays a list of activities, including 'Major Version Incremented' and 'Amendment AM02-25-03-24-02 closed (Approved)'. The 'Amendment Approved' entry is highlighted, and the amendment ID 'AM02-25-03-24-02' is visible in the 'Activity' column.

Next Steps:

- View Protocol
- Printer Version
- Create Amendment
- Publish To Animal Operations
- Request Closure
- Assign Primary Contact
- Assign PI Proxy
- Manage Guest List
- Manage Related Safety Protocols
- Update Animal Use Count
- Add Comment
- Copy Submission

Protocol Details:

- Principal investigator: Principal Investigator 1
- Submission type: New Protocol Application
- Primary contact:
- IACUC coordinator:
- Consulted vet:
- Admin office: IACUC
- PI proxies: There are no items to display
- Related animal protocol: 25-03-24-02: Animal Use Protocol

Protocol Flow:

```

graph LR
    A[Pre-Submission] --> B[Pre-Review]
    B --> C[IACUC Review]
    C --> D[Post-Review]
    D --> E[Review Complete]
    B --> B1[Clarification Requested]
    B1 --> B
    C --> C1[Clarification Requested]
    C1 --> C
    D --> D1[Modifications Required]
    D1 --> D
  
```

History Tab:

Activity	Author	Activity Date
Major Version Incremented	Office 1, IACUC	7/22/2025 7:44 AM
Amendment AM02-25-03-24-02 closed (Approved)	Office 1, IACUC	7/22/2025 7:44 AM

2. Click the **View Amendment** button in the left navigation.

The screenshot shows the IACUC amendment page for 'Amendment for 25-03-24-02' (ID: AM02-25-03-24-02). The page is titled 'Amendment for 25-03-24-02' and shows the 'View Amendment' button highlighted in the 'Next Steps' section.

Next Steps:

- View Amendment
- Printer Version
- Add Comment

Amendment Details:

- Principal investigator: Principal Investigator 1
- Submission type: Amendment
- Primary contact:
- IACUC coordinator:
- Admin office: IACUC
- Letter: Correspondence_for_AM02-25-03-24-02.pdf(0.01) ...
- Protocol type: Experimental Research
- Approval date: 7/22/2025 (AM02-25-03-24-02 - Amendment for 25-03-24-02)
- Consulted vet:
- PI proxies: There are no items to display
- Grace period: -

Protocol Flow:

```

graph LR
    A[Pre-Submission] --> B[Pre-Review]
    B --> C[IACUC Review]
    C --> D[Post-Review]
    D --> E[Review Complete]
    B --> B1[Clarification Requested]
    B1 --> B
    C --> C1[Clarification Requested]
    C1 --> C
    D --> D1[Modifications Required]
    D1 --> D
  
```

IACUC RAP NAVIGATION CHEATSHEET

3. In the **Amendment Summary section**, click “**here**” to open the full protocol in a separate window.

The screenshot shows the 'Amendment Summary' page for protocol AM02-25-03-24-02. The left navigation menu includes 'Amendment', 'Follow-on Details', and 'Follow-on Snapshot'. The 'Amendment' section is active. The main content area displays the protocol ID and a warning icon with the text 'Click here to review procedure changes.' The word 'here' is highlighted with a green box. Below this, it states 'Only one amendment can be active at one time.'

4. In the left navigation, click **Experiments** to jump to the section, then click the **experiment name** to open details in a slide-in form. Scroll down to questions 9 and 10 to view the related content.

The screenshot shows the 'Experiments' section in the left navigation menu, which is highlighted with a green box. A slide-in form is open, displaying a table of experiments. The first experiment, 'experiment 1', is highlighted with a green box, and a green arrow points to it. The slide-in form also displays questions 8, 9, and 10. Question 9, 'Describe the maximum number of procedures an animal will experience:', and question 10, 'Describe expected adverse clinical signs/symptoms, frequency of monitoring, and criteria for removal from the experiment and/or euthanasia:', are both highlighted with green boxes. The slide-in form has an 'OK' button at the bottom right.