Report a Concern in RAP

Introduction
Concerns regarding suspected or observed animal abuse, mistreatment, neglect, or other non-compliance with federal, state, or local regulations or an approved protocol are required to be investigated by the IACUC. Any personnel informed of a concern should report it within 48 hours.

The [Research Administration Portal (RAP)](https://rap.iauc.uc.edu) website is a quick and easy resource for reporting concerns.

Create a Concern
Login to the RAP website. On the left side of your screen, press the “Create Concern” button to open a new concern form.

1. **Concern**
   - Name:

2. **When was the concern identified?**
   - Provide the date you were first observed or were informed of the concern.

3. **Describe the concern:** include PI/personnel involved, protocols, location(s), and species involved. Use as much details as possible.

4. **Identify your contact information for follow up:** provide contact information where you can be easily reached for follow-up inquiries from the IACUC Office.

Press the “OK” button to submit the concern.

Status of a Concern
After a concern is created, the IACUC Office begins a formal investigation. If you would like to know the status of your concern, please contact the IACUC Office.