

Log into IRBManager and navigate to your Bubble Dashboard

<https://ull.my.irbmanager.com>

Once you are on your dashboard, select the Animal Protocol Statement (APS) project that you wish to submit an Adverse Event form for by clicking the red title of your project

The screenshot shows the IRBManager dashboard. At the top, there are navigation tabs: Home, Meetings, Create Project, Reports, and Contacts. Below these is an 'Administration' section. The main area is titled 'My Projects' and features several project cards. Each card displays a project title, its status (Approved), and its expiration date. Two project cards are highlighted with red boxes: '2023-TEST-APS-MARTHall' (approved 06/27/2026, PI: Ruiz, Raven L TEST) and 'testing-2023-0921-MARTHall' (approved 10/29/2026, PI: Schneider-Broussard, Robin Ph.D.).

Once you have found and selected your IACUC APS project, navigate to the left side of the screen underneath the Project Site heading. Click "Start xForm" (boxed in green) This will bring you to a new page.

The screenshot shows the details page for 'Project 2023-TEST-APS-MARTHall (IACUC)'. On the left, there is a sidebar with an 'Actions' menu. The 'Start xForm' option is highlighted with a green box and a yellow arrow. The main content area displays project information: Project: 2023-TEST-APS, Committee: IACUC, Category: Other, Department: Biology, Last Review: [blank], Agent Types: Behavioral, Field work - handling, Field work - observation, Food or Fluid Regulation, Title: [blank], Federal Funding Indicator: [blank], PI status: [blank], Comments: Purpose of this study is to determine if Three-Toed Box Turtles (more rapidly when fed carbohydrate rich diets versus protein rich...), Sponsor(s): Contract, Sponsor Id: [blank], Grants: [blank], Next Review: [blank], CRO: [blank], Year: 2023, Pain Categories: [blank], Training Animal W Needed: [blank], Site(s): MARTHall - Martin Hall IACUC Office, PI: Ruiz, Ra, Location(s): [blank], Status: Approved, Additional: N, Approval: June 28, 2023, Expiration: June 27, 2026.

Click "IACUC Adverse Event Report" (boxed in green)

The screenshot shows the 'Start Form on Project-Site 2023-TEST-APS-MARTHall' page. It features a table titled 'Select xForm to start' with columns for 'Action', 'Form (Click to start)', and 'Description'. The 'IACUC Adverse Event Report' form is highlighted with a green box. Other forms listed include 'Add Contact Form ver. 2', 'Animal Procedure Statement Ver. 5', 'Animal Procedure Statement Ver. 6 (Draft)', 'IACUC 10% or less animal increase', 'IACUC Continuing Review Form ver. 4', 'IACUC Continuing Review Form ver. 5 (Draft)', and 'IACUC Personnel/Project Title Change Form ver. 2'.

Fill out the form with details about the Adverse Event

Click NEXT then Click SUBMIT

Your form is complete!



Collaborators

adverse event header

Page 1 of 1

IACUC Adverse Event Report -- adverse event header

Submitter Add Note View Audit

Ruiz, Magnus B Ph.D.
Email: steph@louisiana.edu Phone:

IACUC Number Add Note View Audit

2023-TEST-APS

Protocol Title Add Note View Audit

Principal Investigator Add Note View Audit

Ruiz, Raven L TEST
Email: @louisiana.edu Business: 337482

Date of Occurrence (Required) Add Note View Audit

2/1/2024

Please provide a description of the adverse event. (Required) Add Note View Audit

Empty text area for describing the adverse event.

Species Affected (Required) Add Note View Audit

Empty text area for species affected.