

PI completing continuing review for IACUC

There are two ways to start your continuing review: 1) from the email or 2) from the project page in IRBManager.

<p>Method 1 : When you receive an email requesting your continuing review, click the link in the email.</p>											
<p>Click the Yellow highlighted link to login with your ULID.</p>											
<p>Enter your login information and your continuing review form will open.</p> <p>Method 2: If you can't find your email, open IRBManager using the link to the webpage: https://ull.my.irbmanager.com and sign in.</p>											
<p>You can find the project in your "My Project" list by typing part of the title or the IACUC number in the "Find Project" field in the upper right.</p>											
<p>Click the link for project to open the project page.</p>	<table border="1"> <thead> <tr> <th>Project</th> <th>Site</th> <th>PI</th> <th>Title</th> <th>Expi</th> </tr> </thead> <tbody> <tr> <td>2019-06-Martin Hall-MARTHall</td> <td>Martin Hall IACUC Office</td> <td>Schneider-Broussard, Robin Ph.D.</td> <td>Test APS data entry and processing</td> <td></td> </tr> </tbody> </table>	Project	Site	PI	Title	Expi	2019-06-Martin Hall-MARTHall	Martin Hall IACUC Office	Schneider-Broussard, Robin Ph.D.	Test APS data entry and processing	
Project	Site	PI	Title	Expi							
2019-06-Martin Hall-MARTHall	Martin Hall IACUC Office	Schneider-Broussard, Robin Ph.D.	Test APS data entry and processing								

Confirm that you have located the correct project.

Review the project information:

- 1) "Approval" date and
- 2) "Other Expirations".

"Other Expirations" shows the continuing review due date.

Note - Please submit 2 weeks before it is due.

3) If you need to review the approved document before submitting the continuing review, click the Animal Procedures Statement or any addenda forms that appear under Reference xForms

Project 2019-0726-MartHall-MARTHall (IACUC) Help Robin's Settings Sign off

Project: 2019-0726-MartHall
Committee: IACUC
Category:
Department:
Last Review:
Agent Types: Field work - observation
Title: Test submitter not PI and FCR processing and approval letter function.
Federal Funding Indicator: No
IRB of Record:
Training Needed: Animal Welfare Training
Comments: This APS will be used to test the PI signing function when the submitter is not the PI. It will also test going to Full Committee for approval and proper formation of approval letter.

Sponsor(s): Unfunded (Primary)
Sponsor Id:
Grants:
Next Review:
CRO:
Year: 2019
Funding Source:
Pain Categories:

Project-Site

Site(s): MARTHall - Martin Hall IACUC
Status: Active
Approval: July 26, 2019 for 36 months
Initial Approval: July 26, 2019
Closure Date:
Comments:

PI: IACUC/IRB member, Test
Additional: N
Expiration: July 25, 2022
Other Expirations: IACUC annual review - 08/06/2019
Species and Numbers: 10 humans at P&D B

Reference xForms (1)

Action	Form	Stage	As Of	Ref Active	Inactivated
	Animal Procedure Statement Ver. 1	Complete	07/30/2019	07/30/2019	

To start the continuing review form, on the project page in the left bar, under Project-Site, click "Start xForm."

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Home Meetings Create Project Reports

Project 2019-0726-MartHall-MARTHall (IACUC)

Project: 2019-0726-MartHall
Committee: IACUC
Category:
Department:
Last Review:
Agent Types: Field work - observation
Title: Test submitter not PI and FCR processing and approval letter function.
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Project-Site

Site(s): MARTHall - Martin Hall IACUC
Status: Active
Approval: July 26, 2019 for 36 months

Actions

Project

- Update
- Add Attachment
- Add Contact
- Add Project-Site

Project-Site

- Update
- Add Attachment
- Add Contact
- Add Event
- Add Note
- Expirations
- Generate Doc
- Send EMail
- Start xForm**
- xForms (0)

Misc

- Contact History

Click "IACUC Continuing Review Form."

Start Form on Project 2019-06-Martin Hall-MARTHall (IACUC)

Select xForm to start

Action	Form (Click to start)
	Add Contact Form ver. 2
	Animal Procedure Statement Ver. 5
	Expiration update form (Draft)
	IACUC 10% or less animal increase
	IACUC Adverse Event Report
	IACUC Continuing Review Form ver. 2
	IACUC Personnel/Project Title Change Form
	IRB annual review form

Your continuing review form will open.

UNIVERSITY OF LOUISIANA COLLEGE OF MEDICINE Collaborators Continuing Review Header

ACUC Continuing Review Form -- Continuing Review Header

Submitter Add Note View Audit
 Schneider-Broussard, Robin Ph.D.
 Email: C00255930@louisiana.edu Business: 337-482-1419

IACUC number Add Note View Audit
 2019-0827-martHall

Date of Initial Approval Add Note View Audit
 8/27/2019 for months - Expiration: 8/29/2022

Project Title Add Note View Audit
 test iinitial APS

Principal Investigator Add Note View Audit
 Schneider-Broussard, Robin Ph.D.
 Email: C00255930@louisiana.edu Business: 337-482-1419

Committee Add Note View Audit
 IACUC

Study Director Add Note View Audit
 N/A

Department Add Note View Audit
 Office of Research Integrity

Existing Personnel Add Note View Audit

Name	Role
Schneider-Broussard, Robin Ph.D.	Investigator

have there been any changes in personnel? (Required)

Next Save for Later More ▾

At the bottom, indicate if there were any personnel changes. Click "Next."

Department Add Note View Audit
 Office of Research Integrity

Existing Personnel Add Note View Audit

Name	Role
Schneider-Broussard, Robin Ph.D.	Investigator

have there been any changes in personnel? (Required)

If you said Yes, the questions for editing personnel will open. You can enter the names of people being removed and Add people and indicate their expected roles on the project. Remember to click "Save" at the end of each line. Click "Next" to move to the next page.

Existing personnel Add Note View Audit

Name	Role
Schneider-Broussard, Robin Ph.D.	Investigator

Please type the name of any personnel to be removed. Add Note View Audit

Please fill in the table below to add new personnel to the project. Add Note View Audit

Research Staff - additional*	Veterinarian*	Non-surgical	Surgical	Post-op Care	Euthanasia	Action
IACUC/IRB member, Test Email: Dr.Robin731@gmail.com Phone:	No answer provided.	No	Yes	Yes	Yes	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save

Previous Next Save for Later More ▾

Provide info about species and numbers used. Click "Next."

IACUC Continuing Review Form -- Animal Usage

Approved Animal Species, Numbers and Pain Category [Add Note](#) [View Audit](#)

This addendum shows 1 NHP in P&D B

Animal Usage Table (Required) [Add Note](#) [View Audit](#)

Species*	Total Number Approved*	Approved Pain Category*	Number of Animals Used in the last 12 months*	Assigned Pain Category	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save

Please provide any additional comments about animal usage in the last 12 months that couldn't be conveyed above. [Add Note](#) [View Audit](#)

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Update the IACUC about the project Status. Additional questions will open as needed.

IACUC Continuing Review Form -- Protocol Status

What is the animal procedure statement/project status? (Required) [Add Note](#) [View Audit](#)

- Request Continuation
 Request Protocol Termination

Change in Funding Source (Required) [Add Note](#) [View Audit](#)

- No change in funding source.
 My funding source for this project has changed.

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Provide an update on the progress and any adverse events.

IACUC Continuing Review Form -- Progress Report/Adverse Events

Provide a brief update on the progress made in achieving the specific aims of the project. If no progress, state "None" (Required) [Add Note](#) [View Audit](#)

One NHP was observed.

Were there any adverse events? (Required) [Add Note](#) [View Audit](#)

- Yes
 No

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Provide info on future plans.

IACUC Continuing Review Form -- Future Plans

Future Plans (Required) [Add Note](#) [View Audit](#)

- No changes are planned. The project will continue as previously approved by the IACUC.
 Changes are planned and an addendum to the APS will be submitted.
 Project is finished. No immediate plans for further research on this topic.
 Other.

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Sign. Click "Next" and "Submit."

IACUC Continuing Review Form -- PI self-submission

CERTIFICATION OF THE PRINCIPAL INVESTIGATOR. My password entered below certifies that I, as Principal Investigator, understand the requirements of the PHS Policy on Humane Care and Use of Laboratory Animals, applicable USDA regulations and the Institution's policies governing the use of vertebrate animals for research, testing, teaching or demonstration purposes. I further certify that I will continue to conduct the project in full compliance with the aforementioned requirements. (Required) [Add Note](#) [View Audit](#)

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