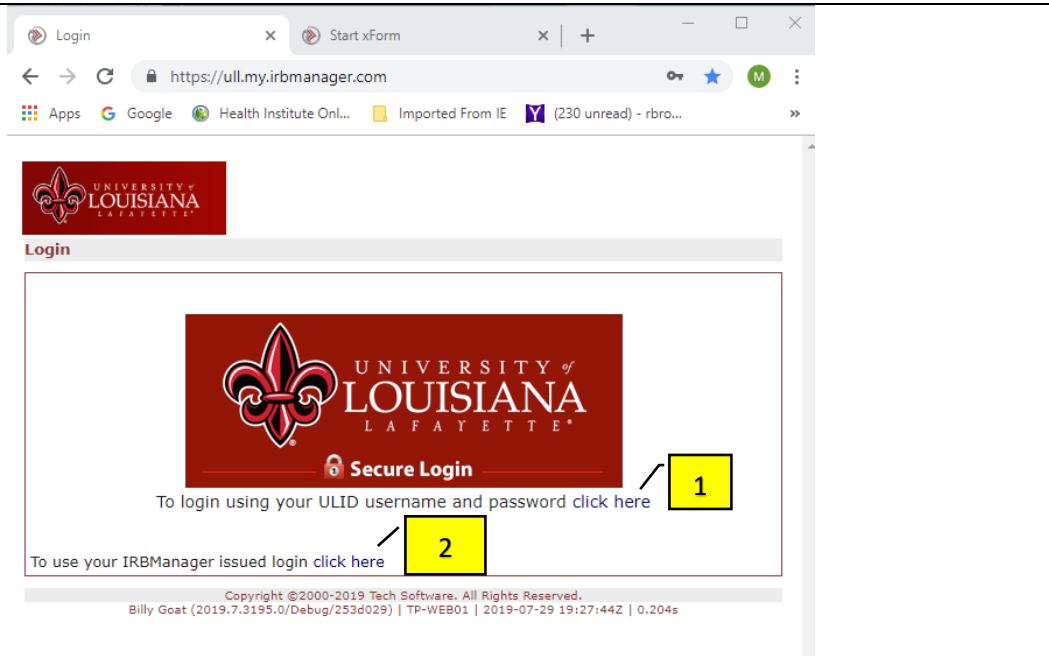
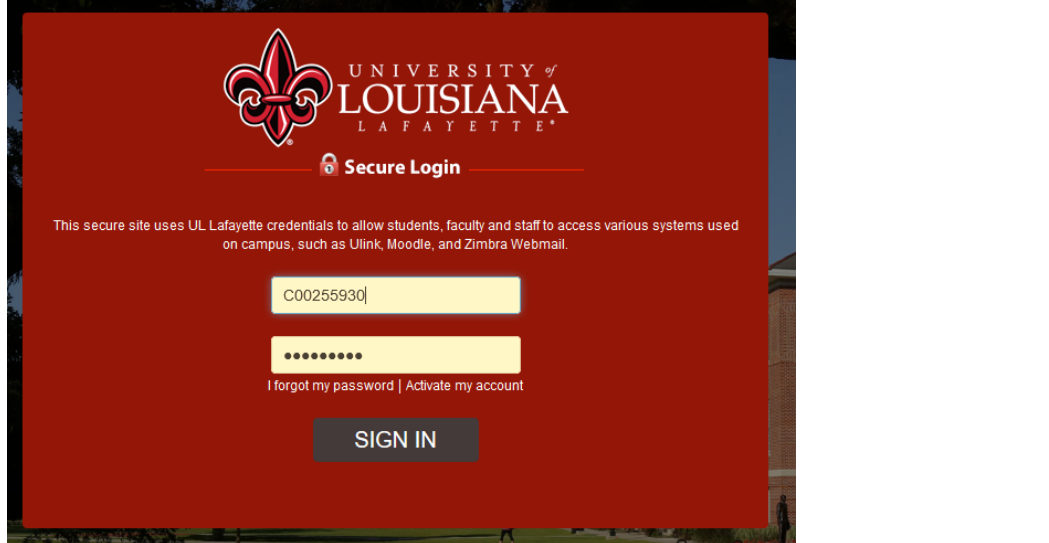
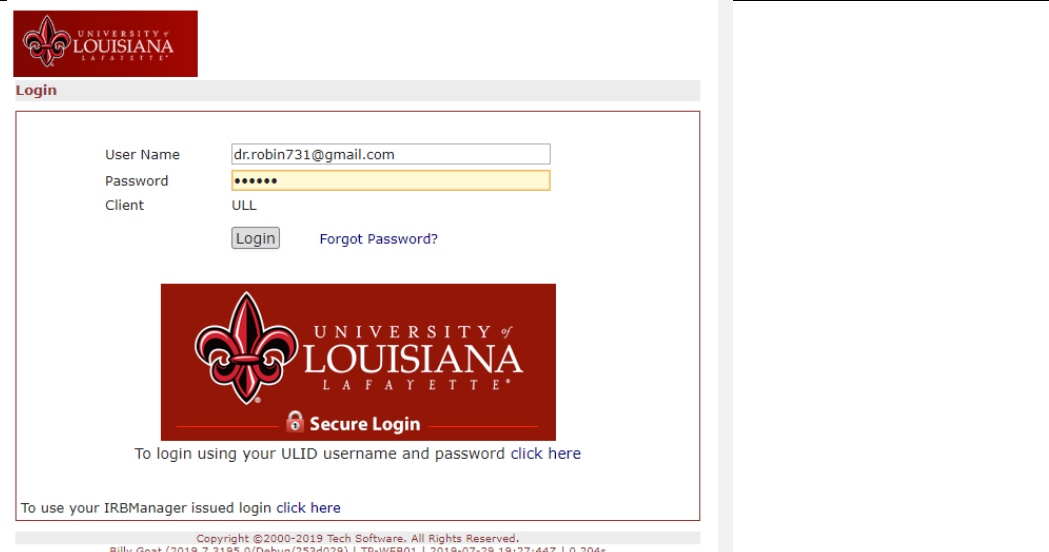


## Enter a new project into the IACUC online submission system

<p>Go to <a href="https://ull.my.irbmanager.com/">https://ull.my.irbmanager.com/</a></p> <p>ULL persons - Use the link next to item 1, to login in with ULL credentials.</p> <p>Non-ULL persons will need to request a login from ORI before using the link next to item 2 to login.</p>	
<p>For ULL persons, the login looks like this.</p>	
<p>For Non-ULL persons, the login looks like this. Enter your login info. Be sure the client says ULL.</p>	

In the left menu, under "Actions", click "Start New APS".

You will receive a prompt showing "Pre-existing Instances" of APSs, if any. The "Identifier" is the title of the project. The "Stage" tells you where each project is in the review process. NOTE – "APS data entry" is one that you are editing or making changes to.

If you are starting a new APS, click the link "start a new Animal Procedure Statement."

Form	Identifier	Stage	Started	Submitted
Animal Procedure Statement	Test visibility of form to PI and Study director.	APS data entry	02/29/2020 at 1:19 PM	
Animal Procedure Statement	test APS	Chair assignment of DMR reviewer	02/03/2020	

When the form opens, start typing the PI's name and select from the drop down.

If the PI is not found, you will see "no results found".

Two questions below, you will find the "Create new contact" link.

Click the link.

**NEW Contacts - click link below to add.  
Wait one minute. Then use the fields below to add them.**

[Create new contact.](#)



The Add Contact Form will open in a new tab.

Complete the required information.

If a CV is available, attach it.

Click "Next" at the bottom of the page.

Note – if you need to leave the form before submitting it, click "Save for Later" to save your work.

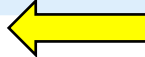
#### Add Contact Form -- Contact Info

Please enter the email address for the user you wish to add. (Required) [Add Note](#) [View Audit](#)



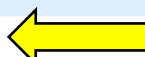
Prefix [Add Note](#) [View Audit](#)

First Name (Required) [Add Note](#) [View Audit](#)



Middle initial [Add Note](#) [View Audit](#)

Last Name (Required) [Add Note](#) [View Audit](#)



Degree [Add Note](#) [View Audit](#)

Phone Number (Required) [Add Note](#) [View Audit](#)



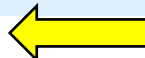
Please attach Training Certificate(s) [Add Note](#) [View Audit](#)

Please attach CV [Add Note](#) [View Audit](#)

Do you want this person to be able to login to the system to view documents? (Required) [Add Note](#) [View Audit](#)

Yes

No

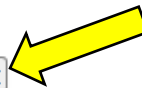


Click "Next" or "Save for Later" to save the contact information. Once you click "Submit", the contact information will be added into the system to create a user profile. An email will be sent to the user to inform them they have access to the system. [Add Note](#)

Click "Submit."

#### Form Completed

You've completed the form. You can now either save the form for later revision, or submit it.



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Wait about 1 minute. Go back to "xForm-Animal Procedure" browser tab.

Begin typing PIs name and select from the drop down.

Please start typing the name of the Principal Investigator (PI) and s  
If the PI name does not pop up, use the Create New Contact below

pi

Investigator 3, Principle (Pitest3@louisiana.edu)  
Pitest3@louisiana.edu

PI, Test (bree.hammock@gmail.com)  
bree.hammock@gmail.com

test 2, PI (pitest2@louisiana.edu)  
pitest2@louisiana.edu

Test4, PI (pitest4@louisiana.edu)  
pitest4@louisiana.edu

Test5, PI (pitest5@louisiana.edu)  
pitest5@louisiana.edu

Please choose the staff types involved in this project



Click the box next to other key personnel directing the research project and new items will be added below to add their names. Click "Add Contact," and enter their names.

Please choose the staff types involved in this project. [Add](#)

Co-PI  
 Study Director  
 Co-PI Director  
 Graduate Student  
 Sponsor  
 Co-Sponsor

Graduate Student(s). (Required) ?

No answer provided.



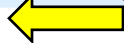
Choose the facility that will house the animals.

Choose the facility where the animals will be housed. (Required) [Add Note](#) [View Audit](#)

College or non-college entity [Add Note](#) [View Audit](#)

Project number - IACUC Office use only [Add Note](#) [View Audit](#)

N/A



Select the College, Center or Institute

Choose the facility where the animals will be housed. (Required) [Add Note](#) [View Audit](#)

College or non-college entity [Add Note](#) [View Audit](#)

Project number - IACUC Office use only [Add Note](#) [View Audit](#)

N/A

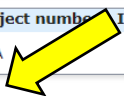


Click "Next" to continue.  
"Save for Later" can be used to save your progress and return to complete the form later.

College or non-college entity [Add Note](#) [View Audit](#)

Project number - IACUC Office use only [Add Note](#) [View Audit](#)

N/A



Complete all the required fields on each page and click "Next" at the bottom of the page.

To complete pages out of order use the navigation drop down at the top of the page.

To leave a page and save your information, always click “Next” of “Save for Later.”

Note – some answers will cause new items to be available in the navigation drop down.

**Entering information in tables**  
When completing rows, click “Save” at the right end of the row.

(Required)

Animal Class*	Species/Strains*	Sex*	Age*	Weight*	P&D B	P&D C	P&D D	P&D E	Total*	Action
					#	#	#	#		Save

**To copy** the information of a row to the next row down, click on at the right of the row, make any needed changes and click “Save”.

Animal Class*	Species/Strains*	Sex*	Age*	Weight*	P&D B	P&D C	P&D D	P&D E	Total*	Action
Mammals - other	mouse	M & F	adult	20 g	10	No answer provided.	No answer provided.	No answer provided.		
Mammals - other	mouse	M & F	adult	20 g	10	#	#	#	10	

**To edit** existing information in a saved row, click on at the right of the row.

Animal Class*	Species/Strains*	Sex*	Age*	Weight*	P&D B	P&D C	P&D D	P&D E	Total*	Action
Mammals - other	mouse	M & F	adult	20 g	10	No answer provided.	No answer provided.	No answer provided.	10	


Edit the data and click

Animal Class*	Species/Strains*	Sex*	Age*	Weight*	P&D B	P&D C	P&D D	P&D E	Total*	Action
Mammals - other	mouse	M & F	adult	20 g	20	#	#	#		

**To delete** a row, click on at the right of the row.


Animal Class*	Species/Strains*	Sex*	Age*	Weight*	P&D B	P&D C	P&D D	P&D E	Total*	Action
Mammals - other	mouse	M & F	adult	20 g	10	No answer provided.	No answer provided.	No answer provided.	10	

**Entering information in text boxes**

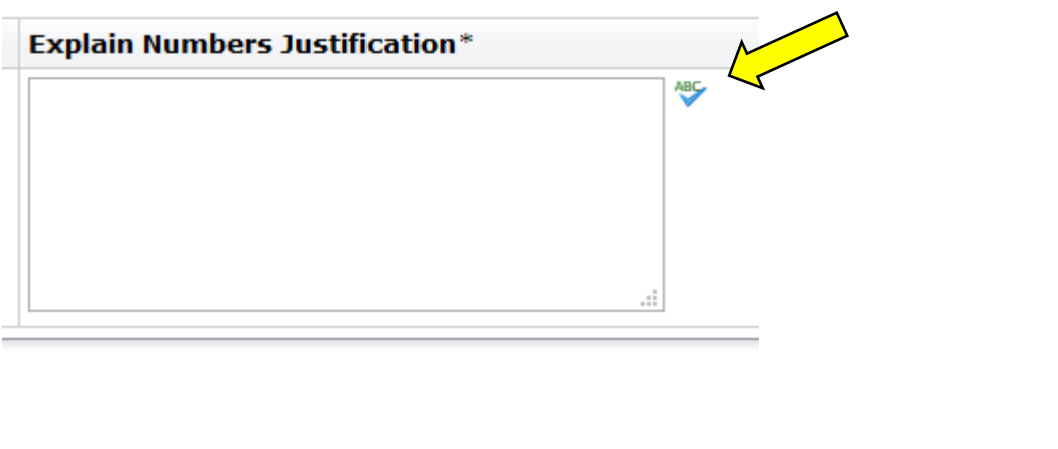
To enlarge a text box, look for  in the lower right corner of the box.

Click and drag to enlarge the box.



To spell check, click on the  outside the upper right of the text box.

**Note** - If you see a squiggly red line under a correctly spelled word integumentary, this is due to your browser not recognizing the word. Right click on the word and select "Add to Dictionary".



When submitted for signature, the system performs a completion check.

A message noting areas missing information will be displayed.

Click the link to each section to go back and complete the missing information.

Your progress to this point *has been saved*, however you must address the following issues before you can submit this form. Click on a page name to go to issues on that page.

- [Investigator and Project Information](#)
  - PI have contact with animals - Required.
  - Study Director - Required.
  - Site - Required.
  - College - Required.
- [Project Information](#)
  - Project Title - Required.
  - Funding Table - One or more errors exist in the table:
    - You must supply at least one row of data.
  - Expected Start Date - Required.
  - Expected End Date - Required.
- [Rationale and Purpose](#)
  - Purpose - Required.
  - Why animals required - Required.
  - No Duplication - Required.
- [Impact of Procedures on the Animals](#)
  - Animal Impact - Required.
  - Number of times animal is used - Required.
  - Needs for medical Attention statement - Required.

Items needing completion will be highlighted in red/pink.

The following issues exist. Click on an issue to jump there.

- PI have contact with animals - Required.
- Study Director - Required.
- Site - Required.
- College - Required.

**Submitter** Add Note View Audit

test 2, PI  
Email: pitest2@louisiana.edu Phone: \_\_\_\_\_

Please start typing the name of the Principal Investigator (PI) and select their name from the drop down list. If the PI is not a faculty member or laboratory head, please select Co-PI below and add the contact information for this person. Add Note View Audit  
(Required)

Investigator 3, Principle x  
Investigator 3, Principle  
Email: P1test3@louisiana.edu Business: 337-482-1419

**PI Department**

Will the PI have contact with animals? (Required) Add Note View Audit

=> Required.  
 Yes  
 No

