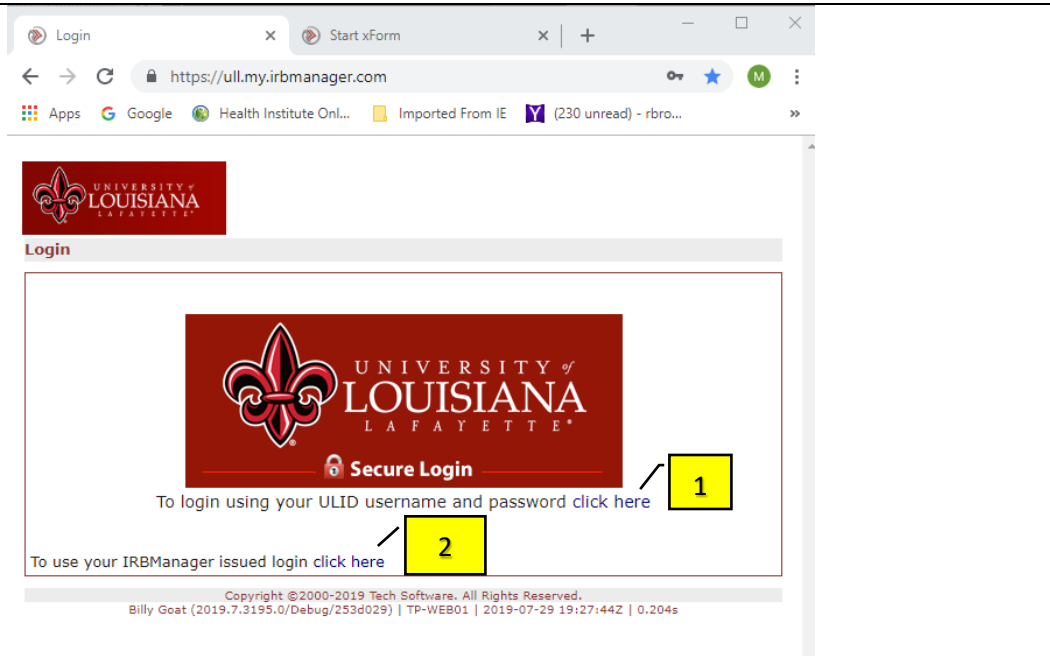
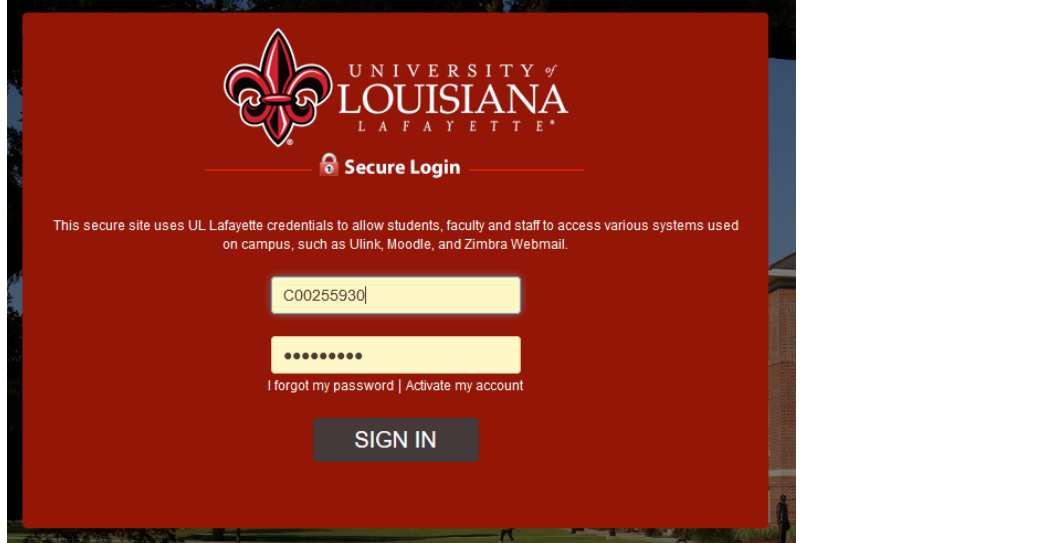
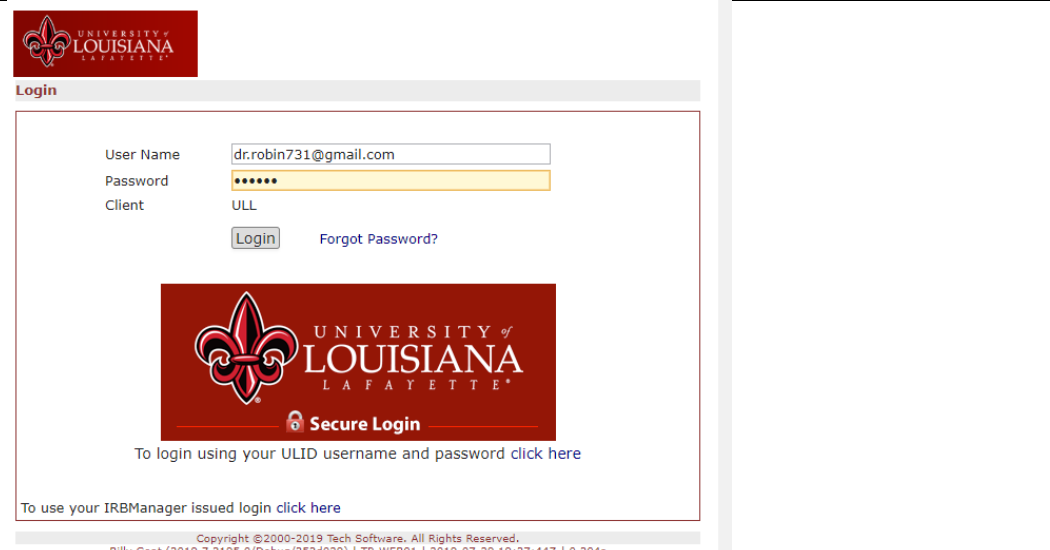


Enter a new project into the IACUC online submission system

<p>Go to https://ull.my.irbmanager.com/</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>The screenshot shows a web browser window with the URL https://ull.my.irbmanager.com/. The page features the University of Louisiana Lafayette logo and a 'Login' section. Two yellow boxes with black outlines and numbers are used as annotations: box '1' points to the 'Secure Login' link, and box '2' points to the 'To use your IRBManager issued login click here' link. The footer contains copyright information: 'Copyright © 2000-2019 Tech Software. All Rights Reserved. Billy Goat (2019.7.3195.0/Debug/253d029) TP-WEB01 2019-07-29 19:27:44Z 0.204s'.</p>
<p>For ULL persons, the login looks like this.</p>	 <p>The screenshot shows a red-themed login form for the University of Louisiana Lafayette. It includes the university logo and the text 'Secure Login'. Below this, a message states: 'This secure site uses UL Lafayette credentials to allow students, faculty and staff to access various systems used on campus, such as Ulink, Moodle, and Zimbra Webmail.' There are two input fields: a text field containing 'C00255930' and a password field with masked characters. Below the password field are links for 'I forgot my password' and 'Activate my account'. A prominent 'SIGN IN' button is at the bottom.</p>
<p>For Non-ULL persons, the login looks like this. Enter your login info. Be sure the client says ULL.</p>	 <p>The screenshot shows the same login page as above, but with a form filled out. The 'User Name' field contains 'dr.robin731@gmail.com', the 'Password' field is masked with dots, and the 'Client' dropdown menu is set to 'ULL'. There are 'Login' and 'Forgot Password?' buttons. The footer contains the same copyright information as the previous screenshots.</p>

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

One of two things will happen:
A new blank APS will open

or

You will receive a prompt showing “Pre-existing Instances” of APSs, if any. Check to see if one of these is the one you want to work on.

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".

Animal Procedure Statement -- Investigator and Project Information

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

Please start typing the name of the Principal Investigator (PI) and select their name from the drop down list. If the PI name does not pop up, use the Create New Contact below to add them to the system. (Required) Add Note View Audit

zhe

No results found

Yes
 No Add Note View Audit

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
PItest3@louisiana.edu

Prefix Add Note View Audit
Dr., Mr., Mrs., Ms., Prof.

First Name (Required) Add Note View Audit
Principle

Middle initial Add Note View Audit

Last Name (Required) Add Note View Audit
Investigator 3

Degree Add Note View Audit
Ph.D., DVM, MS, MA, DS

Phone Number (Required) Add Note View Audit
337-482-1419

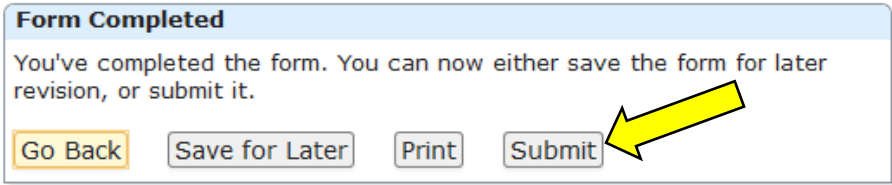
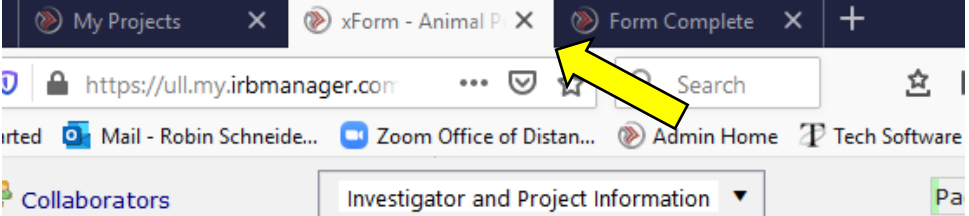
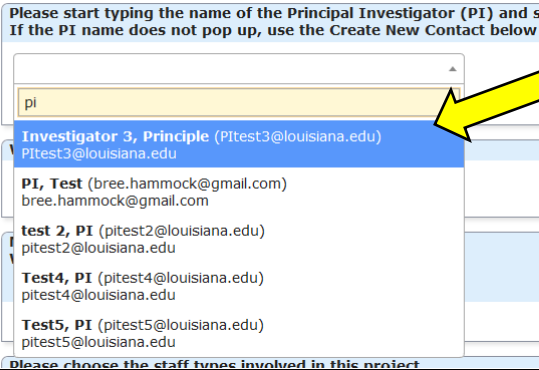
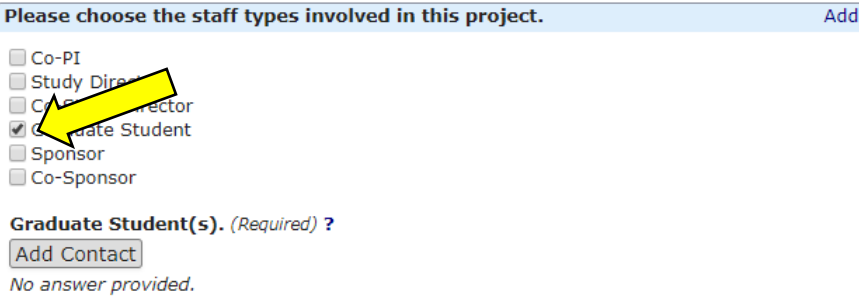
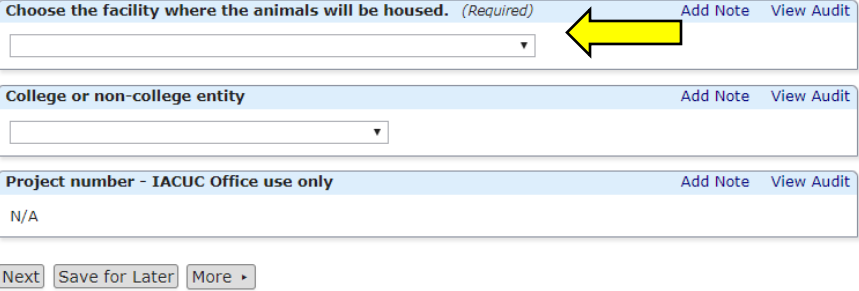
Please attach Training Certificate(s) Add Note View Audit
Add Attachment

Please attach CV Add Note View Audit
Add Attachment

Do you want this person to be able to login to the system to view documents? Add Note View Audit
(Required)
 Yes
 No

Click "Next" or click "Submit" to add the contact to the database. 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

Next Save for Later More >

<p>Click "Submit."</p>	 <p>Copyright ©2000-2019 Tech Software. All Rights Reserved.</p>
<p>Wait about 1 minute. Go back to "xForm-Animal Procedure" browser tab.</p>	
<p>Begin typing the PI's name and select from the drop down.</p>	
<p>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.</p>	
<p>Choose the facility that will house the animals.</p>	 <p>Copyright ©2000-2019 Tech Software. All Rights Reserved. Billy Goat (2019.7.3195.0/Debug/253d029) TP-WEB01 2019-07-29 20:20:58Z 0.387s Powered By IRBManager</p>

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

[Next](#) [Save for Later](#) [More >](#)

Copyright ©2000-2019 Tech Software. All Rights Reserved.
Billy Goat (2019.7.3195.0/Debug/253d029) | TP-WEB01 | 2019-07-29 20:20:58Z | 0.387s
Powered By IRBManager

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

[Next](#) [Save for Later](#) [More >](#)

Copyright ©2000-2019 Tech Software. All Rights Reserved.
Billy Goat (2019.7.3195.0/Debug/253d029) | TP-WEB01 | 2019-07-29 20:20:58Z | 0.387s
Powered By IRBManager

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" or "Save for Later."

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

Collaborators [Investigator and Project Information](#) [Add Note](#) [View Audit](#) Page 1 of 21

Investigator and Project Information

Project Information

Rationale and Purpose [Add Note](#) [View Audit](#)

Impact of Procedures on the Animals

Species and Number of Animals

Agents Administered

Hazardous Materials

Samples Collected

Surgical Procedures

Additional Animal Information [Add Note](#) [View Audit](#)

Description of Procedures

Housing and Husbandry

Adverse Events [Add Note](#)

Endpoints and Euthanasia

Euthanasia Table

Final Disposition

Training and Experience

Animal Welfare Training [Add Note](#) [View Audit](#)

Additional Comments

Report fields

Routing information

[Check & Submit Form](#)

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.		

	<p>then</p> <table border="1"> <thead> <tr> <th>Animal Class*</th> <th>Species/Strains*</th> <th>Sex*</th> <th>Age*</th> <th>Weight*</th> <th>P&D B</th> <th>P&D C</th> <th>P&D D</th> <th>P&D E</th> <th>Total*</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Mammals - other</td> <td>mouse</td> <td>M & F</td> <td>adult</td> <td>20 g</td> <td>10</td> <td>No answer provided.</td> <td>No answer provided.</td> <td>No answer provided.</td> <td>10</td> <td> </td> </tr> <tr> <td>Mammals - other</td> <td>mouse</td> <td>M & F</td> <td>adult</td> <td>20 g</td> <td>10</td> <td>#</td> <td>#</td> <td>#</td> <td></td> <td>Save</td> </tr> </tbody> </table>	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		Mammals - other	mouse	M & F	adult	20 g	10	#	#	#		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.	10																									
Mammals - other	mouse	M & F	adult	20 g	10	#	#	#		Save																								
<p>To edit existing information in a saved row, click on at the right of the row.</p>	<table border="1"> <thead> <tr> <th>Animal Class*</th> <th>Species/Strains*</th> <th>Sex*</th> <th>Age*</th> <th>Weight*</th> <th>P&D B</th> <th>P&D C</th> <th>P&D D</th> <th>P&D E</th> <th>Total*</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Mammals - other</td> <td>mouse</td> <td>M & F</td> <td>adult</td> <td>20 g</td> <td>10</td> <td>No answer provided.</td> <td>No answer provided.</td> <td>No answer provided.</td> <td>10</td> <td> </td> </tr> </tbody> </table>	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												
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																									
<p>Edit the data and click </p>	<table border="1"> <thead> <tr> <th>Animal Class*</th> <th>Species/Strains*</th> <th>Sex*</th> <th>Age*</th> <th>Weight*</th> <th>P&D B</th> <th>P&D C</th> <th>P&D D</th> <th>P&D E</th> <th>Total*</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Mammals - other</td> <td>mouse</td> <td>M & F</td> <td>adult</td> <td>20 g</td> <td>20</td> <td>#</td> <td>#</td> <td>#</td> <td></td> <td> </td> </tr> </tbody> </table>	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	#	#	#													
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	#	#	#																										
<p>To delete a row, click on at the right of the row.</p>	<table border="1"> <thead> <tr> <th>Animal Class*</th> <th>Species/Strains*</th> <th>Sex*</th> <th>Age*</th> <th>Weight*</th> <th>P&D B</th> <th>P&D C</th> <th>P&D D</th> <th>P&D E</th> <th>Total*</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Mammals - other</td> <td>mouse</td> <td>M & F</td> <td>adult</td> <td>20 g</td> <td>10</td> <td>No answer provided.</td> <td>No answer provided.</td> <td>No answer provided.</td> <td>10</td> <td></td> </tr> </tbody> </table>	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												
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																									
<p>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.</p>	<p>Explain Numbers Justification*</p> <div style="border: 1px solid gray; padding: 5px; width: 300px; height: 100px; margin: 0 auto;"> </div>																																	
<p>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 <u>integumentary</u>, this is due to your browser not recognizing the word. Right click on the word and select "Add to Dictionary".</p>	<p>Explain Numbers Justification*</p> <div style="border: 1px solid gray; padding: 5px; width: 300px; height: 100px; margin: 0 auto;"> </div>																																	
<p>When submitted for signature, the system performs a completion check. A message noting areas where information is missing will be displayed. Click the link to each section to go back and complete the missing information.</p>	<p>Your progress to this point <i>has been saved</i>, 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.</p> <ul style="list-style-type: none"> Investigator and Project Information <ul style="list-style-type: none"> • PI have contact with animals - Required. • Study Director - Required. • Site - Required. • College - Required. Project Information <ul style="list-style-type: none"> • Project Title - Required. • Funding Table - One or more errors exist in the table: <ul style="list-style-type: none"> • You must supply at least one row of data. • Expected Start Date - Required. • Expected End Date - Required. Rationale and Purpose <ul style="list-style-type: none"> • Purpose - Required. • Why animals required - Required. • No Duplication - Required. Impact of Procedures on the Animals <ul style="list-style-type: none"> • 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

To check for completion without going through entire form, use the navigation drop down. Select "Check & Submit Form" at the bottom of the list.

UNIVERSITY OF LOUISIANA
Collaborators

Investigator and Project Information Page 1 of 21 Next

Investigator and Project Information
Project Information
Rationale and Purpose
Impact of Procedures on the Animals
Species and Number of Animals
Agents Administered
Hazardous Materials
Samples Collected
Surgical Procedures
Additional Animal Information
Description of Procedures
Housing and Husbandry
Adverse Events
Endpoints and Euthanasia
Euthanasia Table
Final Disposition
Training and Experience
Animal Welfare Training
Additional Comments
Report fields
Routing information
Check & Submit Form

Investigator and Project Information Add Note View Audit

Project Information Add Note View Audit

Rationale and Purpose Add Note View Audit

Impact of Procedures on the Animals Add Note View Audit

Species and Number of Animals Add Note View Audit

Agents Administered Add Note View Audit

Hazardous Materials Add Note View Audit

Samples Collected Add Note View Audit

Surgical Procedures Add Note View Audit

Additional Animal Information Add Note View Audit

Description of Procedures Add Note View Audit

Housing and Husbandry Add Note View Audit

Adverse Events Add Note View Audit

Endpoints and Euthanasia Add Note View Audit

Euthanasia Table Add Note View Audit

Final Disposition Add Note View Audit

Training and Experience Add Note View Audit

Animal Welfare Training Add Note View Audit

Additional Comments Add Note View Audit

Report fields Add Note View Audit

Routing information Add Note View Audit

Check & Submit Form

Submitter

test 2, PI
Email: pitest2@louisiana.edu

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
Investigator 3, Principle
Email: P1test3@louisiana.edu

PI Department

Will the PI have contact with animals? (Required)

Yes
 No

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

Create new contact.

Please choose the staff types involved in this project

Co-PI
 Study Director
 Co-Study Director
 Graduate Student

Contact Robin Broussard at 337-482-1419 or robin.broussard@louisiana.edu if you have any problems.