

Making an addendum to an approved APS.

On your home page, locate the project that needs to be modified.

There are 2 ways to get there.

- 1) Click the link for active projects.
- 2) Click the APS number in the My Projects section.

Note – the status shows as “New” while it is under review.

Home Find Project (Ctrl+Q) Take a tour... Help PI's Settings Sign off

My Projects

Projects (2 Active)

- You are associated with **2 active** Projects and **2 total** Projects.
- You are the PI for **2 active** and **2 total** Projects.

xForms (4 Active)

- You have **2 unsubmitted** xForms.
- You have **2 xForms** being processed at a later stage.

Events (2 Open)

Only show events where I am:

- You have **1 IACUC Initial Submission** events.
- You have **1 IRB initial submission** events.

You have **2 Total Open** events

My Projects (2 Active)

Project	Site	PI	Title	Expires	Status	Reference Doc(s)
2019-Marshall-112519-MARTHall	Martin Hall IACUC Office	test 2, PI	test of adding collaborators		New	

The status will change to “Active”, when it is approved.

My Projects (2 Active)

Project	Site	PI	Title	Expires	Status	Reference Doc(s)
2019-Marshall-112519-MARTHall	Martin Hall IACUC Office	test 2, PI	test of adding collaborators	03/30/2023	Active	

The active Projects link will bring you to the My Studies page where your projects are listed under “My Projects.”

Click the IACUC number for the project you want to modify

My Projects (2 Active)

Project	Site	PI	Title	Expires	Status	Reference Doc(s)
2019-Marshall-112519-MARTHall	Martin Hall IACUC Office	test 2, PI	test of adding collaborators	03/30/2023	Active	

Your project page will open, showing the Approval information under Project-Site.

Project

Project:	2019-Marthall-112519	Sponsor(s):	Unfunded (Primary)
Committee:	IACUC	Sponsor Id:	
Category:	Other	Grants:	
Department:		Next Review:	
Last Review:		CRO:	
Agent Types:	Anesthesia	Year:	2019
Title:	test of adding collaborators		
Federal Funding Indicator:	No	Funding Source:	
IRB of Record:		Training Needed:	Amphibians in Research Settings, Animal Welfare Training
Comments:	t		

Project-Site

Site(s):	MARTHall - Martin Hall IACUC Office	PI:	test 2, PI
Status:	Active	Additional:	N
Approval:	November 25, 2019	Expiration:	March 30, 2023
Initial Approval:	November 25, 2019	Other Expirations:	IACUC annual review - 03/30/2021
Species and Numbers:	Frogs 2 at P&D category B		
Comments:			



Reference xForms (1)

Action	Form	Identifier	Stage	As Of	Ref Active	Inactivated
	Animal Procedure Statement	test of adding collaborators	Complete - Approve with no modification.	37 minutes ago	37 minutes ago	

Events (1)

Event	Att	FE	Instance/UDF	Start	Complete	Last Mtg
IACUC Initial Submission	1			11/25/2019		

Under "Reference xForms," the Animal Procedure Statement will be listed. *(If this is a project with multiple versions of the APS (ie. multiple triennial submissions or addenda), choose the most recently approved form.)*

Under the Action column, click the copy

symbol, .

Project	
Project:	2019-Marshall-112519
Committee:	IACUC
Category:	Other
Department:	
Last Review:	
Agent Types:	Anesthesia
Title:	test of adding collaborators
Federal Funding Indicator:	No
IRB of Record:	
Comments:	t

Project-Site	
Site(s):	MARTHall - Martin Hall IACUC Office
Status:	Active
Approval:	November 25, 2019
Initial Approval:	November 25, 2019
Species and Numbers:	Frogs 2 at P&D category B
Comments:	

Reference xForms (1)						
Action	Identifier	Stage	As Of	Ref Active	Inactivated	
 	Animal Procedure Statement	test of adding collaborators	Complete - Approve with no modification.	37 minutes ago	37 minutes ago	

Events (1)						
Event	Att	FE	Instance/UDF	Start	Complete	Last Mtg
IACUC Initial Submission	1			11/25/2019		

In the window that opens, choose "Copy for Amendment"

Choose an Action

 Copy

 Copy for Amendment



The addendum creator will open.

- 1) Explain the changes needed.
- 2) Check the appropriate boxes for the types of changes needed.
- 3) Indicate the type of review the addendum likely needs.

Animal Procedure Statement -- addendum

addendum creator Add Note View Audit

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

IACUC number Add Note View Audit
2019-Marshall-112519

Project Title Add Note View Audit
test of adding collaborators

Principal Investigator Add Note View Audit
test 2, PI
Email: pitest2@louisiana.edu Phone: _____

Agent type output Add Note View Audit
Anesthesia 1

Please explain why the requested changes are necessary. (Required) Add Note View Audit

2

Please check the boxes next to all the types of changes made in this addendum. (Required) Add Note View Audit

- Non-PI personnel change (personnel changes are made thru a separate personnel change form)
- Additional Animals
- Change in species
- Change in procedures
- Change in test article
- Change in PI

3

Please indicate the type of review this addendum likely needs. (Required) Add Note View Audit

- I am only adding research staff (not PI or co-PI), administrative handling of change is appropriate.
- The changes from the original approval will require regular review.
- The changes requested fall within an IACUC approved policy or SOP. Please consider administrative handling via Veterinary Verification and Consultation.

Next Save for Later More ▾

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Answer any additional questions that appear. And click "Next" at the bottom of the page.

types of changes for VVC (Required) Add Note V

- anesthesia, analgesia, or sedation.
- duration, frequency, type or number of procedures.
- euthanasia method within AVMA guidelines.

Please provide the IACUC approved Policy or SOP(s) the requested changes fall under. (Required) Add Note V

The current personnel (study directors, Co-PIs, etc) will be displayed. Confirm these are correct. Click Next. *If not, click "Previous" and adjust addendum request to include personnel changes.*

current personnel	
Name	Role
test 2, PI	Investigator

Previous Next Save for Later More >

The APS will open. You can navigate through the APS using the drop down at the top. Make your changes.

NOTE - There is no need to highlight the changes. They are visible using View Audit in each question in the upper right of each question.

To ensure you have made all your changes, use the "More" button at the bottom of the page.

Project 2019-Marshall-112519-M x xForm - Animal Procedure Statem x +

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Collaborators Investigator and Project Information Page 3 of 23

Animal Procedure Statement -- Investigator and Project Information

Submitter
test 2, PI
Email: pitest2@louisiana.edu

Please start typing the name of the Principal Investigator. If the PI name does not pop up, use the Create New Contact button.
test 2, PI
test 2, PI
Email: pitest2@louisiana.edu

PI Department
IACUC

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.

Choose the facility where the animals will be housed (Required)
Martin Hall IACUC Office

Select the department or unit where the work will be performed (Required)
Other

Type the name of the other college or non-college entity. (Required)
martin

Previous Next Save for Later More >

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Select View "Changed Responses."

Project 2019-Marshall-112519-M x xForm - Animal Procedure Statem x +

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Collaborators Description of Procedures Page 13 of 23 Next

Animal Procedure Statement -- Description of Procedures

a) Provide a CLEAR and CONCISE SEQUENTIAL DESCRIPTION of the animal use. Describe sampling procedures (references to IACUC approved SOPs or "as detailed above" may be used when applicable). When research occurs in multiple phases, please be clear about the timing of the phases. There is no need to rewrite specific information provided in previous sections. Do not include proprietary information. (Required)

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increase the description. making an addendum.

Please attach any figures or tables that
 Add Attachment

- View Attachment Questions
- View Questions with Notes
- View Changed Responses
- View as PDF
- View as PDF without Notes

Previous Next Save for Later More

In a new browser tab, the new addendum information will appear in Yellow.

addendum creator

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

IACUC number
 2019-Marshall-112519

Project Title
 test of adding collaborators

Principal Investigator
 test 2, PI
 Email: pitest2@louisiana.edu Phone:

Agent type output
 Anesthesia

Please explain why the requested changes are necessary.
 testing addendum

Please check the boxes next to all the types of changes made in this addendum.
 Change in procedures

Please indicate the type of review this addendum likely needs.
 The changes requested fall within an IACUC approved policy or SOP. Please consider administrative handling via Veterinary Verification and Consultation.

types of changes for VVC
 duration, frequency, type or number of procedures.

Please provide the IACUC approved Policy or SOP(s) the requested changes fall under.
 test

display current personnel information

current personnel

Name	Role
test 2, PI	Investigator

Below the addendum info, the modified APS questions will appear in yellow.

Investigator and Project Information

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.

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

PI Department
IACUC

Project Information

Project Title
test of adding collaborators - making an addendum

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

a) Provide a CLEAR and CONCISE SEQUENTIAL DESCRIPTION of the animal use. Describe sampling procedures (references to IACUC approved SOPs or "as detailed above" may be used when applicable). When research occurs in multiple phases, please be clear about the timing of the phases. There is no need to rewrite specific information provided in previous sections. Do not include proprietary information.

increase the description. making an addendum.

Please attach any figures or tables that will help explain the research project.
No answer provided.

Housing and Husbandry

Adverse Events

Endpoints and Euthanasia

Euthanasia Table

With the changes confirmed, go back to the "xForm-Animal Procedure Statement" browser tab.

xForm - Animal Procedure Statement

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Highlight changes since: 3/31/2020 10:18:23 AM

Using dropdown, choose “Check and Submit” at the bottom.

Project 2019-Marshall-112519-M x xForm - Animal Procedure Statement x +

ull.my.irbmanager.com/xForms/FormPage.aspx?FormInstanceGuid=18750e1f-d04d-4292-8180-5394e3474a52&For...

Collaborators Description of Procedures Page 13 of 23 Next

Animal Procedure Statement -- Description of Procedures

a) Provide a CLEAR and CONCISE SEQUENTIAL DESCRIPTION (references to IACUC approved SOPs or "as detailed" please be clear about the timing of the phases. The include proprietary information. (Required)

Format B I U [List Icons]

increase the description, making an addendum.

Please attach any figures or tables that will help explain your procedures. Add Attachment

Previous Next Save for Later More

- addendum
- display current personnel information
- 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
- Assurance Statements
- Check & Submit Form

Describe sampling procedures (if applicable). When research occurs in multiple phases, information provided in previous sections. Do not

Click “Submit.”
Your addendum will go to the IACUC for review.

Form Completed

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

Go Back Save for Later Print Submit

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