

## **INSTRUCTIONS FOR CREATING A NEW PROTOCOL**

### **GENERAL INFORMATION:**

1. All proposals for animal use must be reviewed **AND APPROVED** by the UVA Animal Care and Use Committee prior to initiation of the work. No one is permitted to work with animals until they are on an **APPROVED** protocol and have completed all training and occupational health requirements.
2. All protocol submissions must be prepared on the web-based system. The protocol web site is: <https://vprgsecure.web.virginia.edu/acuc/>. If you have a previously approved protocol, it may be copied and used as a guide to prepare the new protocol. You will need a NetBadge ID Web Login and password before entering the protocol. (Contact ITC at 4-3731 for an account.) The cover letter is now included in the online protocol form. It should state that the protocol is a new submission. Any supporting documents, such as aquatic SOPs or collecting permits if required, must accompany the submitted protocol.
3. All new protocols are required to receive pre-review from Dr. Shawn Rosensteel before final submission to the ACUC Office. The pre-review deadlines are at least a week before the regular submission deadlines (<http://www.virginia.edu/vpr/iacuc/meetings.html>). Dr. Rosensteel will check for any errors, procedural flaws, or omissions that could delay the protocol approval process. He will return the protocol electronically with suggestions for improvement so that you can make any necessary changes prior to the regular submission deadline. Notify Dr. Rosensteel when you are ready for him to pre-review your protocol and he can review it on-line prior to your final electronic submission to the ACUC Office. Dr. Rosensteel may be reached at 4-2090 or [sr7ea@virginia.edu](mailto:sr7ea@virginia.edu).
4. If you are using biohazardous agents or radioisotopes in live animals, you must have approval or be in the process of obtaining approval from the appropriate regulatory committee (IBC or Radiation Safety). **The animal use protocol cannot be approved by the ACUC until approval from the appropriate committee has been obtained.**
5. All animal handlers are required to have an initial (face-to-face) occupational health evaluation prior to working with animals. Generally, animal handlers return for a face-to-face evaluation once every three years and complete an online re-evaluation annually during the intervening two years. (Some conditions, such as working with non-human primates, require all visits to be face-to-face.) Employees are to report to UVa WorkMed and students are to report to Student Health to complete this requirement. Failure to report for the preliminary evaluation or subsequent re-evaluations will result in the loss of privileges to work with animals and possibly revocation of protocol approval. General information regarding the occupational health program may be found at: <http://www.virginia.edu/vpr/iacuc/ochealth.html>. To obtain the occupational health form only, go to: <https://vprgsecure.web.virginia.edu/acuc/>. You will need your NetBadge ID and password to access the website. Select "Animal Handler Access". On the next page, select "Get Occupational Health Form" and follow the instructions.

6. Every animal handler on the protocol must have completed the appropriate on-line LATA and UVa training modules, if applicable. All modules can be accessed via the protocol website <https://vprgsecure.web.virginia.edu/acuc/> under "Animal Handler Access". You will need your NetBadge password to access the website. You will see the word "required" under the heading "Relevant Training" for any training modules you must complete. The training that you are required to take is dependent upon the protocol(s) on which you are listed as an animal handler.
7. All new animal handlers on the protocol must attend the Orientation Training Seminar within 60 days of protocol submission. Information about the training dates and times may be found at: <http://www.virginia.edu/vpr/animalwelfare/orientation.html>. Registration is required. E-mail the registration request to Mary Riggins at [msr5p@virginia.edu](mailto:msr5p@virginia.edu).
8. If this protocol is for educational purposes, the appropriate educational curriculum committee must review and approve (or be in the process of approving) this protocol prior to submission to the ACUC. Documentation of the educational curriculum committee approval must be submitted to the ACUC office. If you have questions regarding the appropriate curriculum committee, contact the dean of your school.

If you have any further questions, please call the ACUC Office at 924-0405 or send e-mail to [acuc@virginia.edu](mailto:acuc@virginia.edu).

### **ON-LINE INSTRUCTIONS:**

1. Select **PI and PI Associate Access** on the ACUC protocol submission web page. (<https://vprgsecure.web.virginia.edu/acuc/>)
2. Login with your NetBadge ID and your own Password.
3. Read the information page "Protocol Submittal and Retrieval".
4. Once you have read the information page hit **Click Here** to enter the online protocol system.
5. You will enter the "**Protocol Submission Application**".
6. You then see a table that displays:
  - A. **PI Associates** (Associates who can create, modify, and submit protocols on your behalf)
  - B. **Protocol Access List** (Create a new protocol or access your existing protocols)
7. Select **Click Here to Create New Protocol**.
8. Select the PI for your protocol and select **Click Here to Continue**.
9. Enter the Contact Person's UVa Computing ID and select **Click Here to Search Contact Person ID**. Choose your Contact Person from the list given and select **Click Here to Continue**.
10. Answer the question asking about the use of the Lymphocyte Culture Center (LCC) and select **Click Here to Continue**.
11. Confirm that you do/do not want to use the LCC by selecting **Click Here to Continue**.
12. Current Protocol Setup information will appear. If the PI and Contact Person are correct and you agree not to use the LCC, select **To Create Protocol, Click Here**.

13. "Instructions for Protocol Submittal" is the next page you will see. This page is a summary of what is expected in the protocol. Click the **Click Here to Continue** button.
14. This page allows you to either view the protocol (if you had previously entered data) or to start entering data in Part I (Protocol Summary section) or in Part II (Species Procedure section). Both Part I and Part II will need to be completed prior to submitting the protocol. (A minimum protocol consists of a completed Protocol Summary section, one completed Species Procedure section, and one Animal Handler.)
15. On Part I, select **Click Here** to Modify or Enter basic protocol information. (The red indicator text will tell you how many fields remain to be completed.)
16. Fill in information as requested. Required information is indicated.
17. Select **Save Data and Continue** when the section has been completed. If you fail to select this button, your data will be lost! (You may exit the program at any time and return to it later, but be sure to scroll down to the **Save** button before exiting to avoid loss of your data.)
18. You will be returned to the starting page for Part I and Part II. If red indicators appear under Part I, you will need to re-enter the section and complete the missing fields. Select **Click Here** under Part I.
19. Complete the missing fields that are marked in red. Select **Save Data and Continue** when the section is complete. (If necessary, repeat steps 15 and 16 until no red indicators appear for Part I.)
20. Start Part II (Species Procedure section) by selecting **Click Here** to Create a NEW Species Procedure. (A protocol can have more than one Species Procedure section if needed.)
21. Identify the species you wish to work with and provide a brief descriptive Procedure Name. Select **Save Data and Continue**.
22. Continue to fill in the information about your procedure.
23. Select **Save Data and Continue** when the section is complete. If you fail to select this button, your data will be lost!
24. You will be returned to the starting page for Part I and Part II. If red indicators appear under Part II, you will need to re-enter the section and complete the missing fields. Select **Click Here** under Part II for the appropriate species procedure to modify the procedure. (Each procedure will be numbered separately.) Select **Save Data and Continue** when the section is complete. (If necessary, repeat until all red indicators disappear.)
25. Once all red indicators have been eliminated under the Species Procedure section, you will need to add the Animal Handler(s) for this procedure. Select **Click Here** to add an animal handler to this procedure.
26. Follow the instructions to add the Animal Handler(s). A UVA ID (ex. tcc4s) is required for each animal handler. (No aliases.) Select **Click Here to Continue** when complete.
27. A training database page will be generated at the end of the Species Procedure section to indicate training completed by each animal handler for the species selected in the section. (Use this information to verify that all animal handlers have completed their required training.) Select **Save Data and Continue** at the bottom of the page.
28. You will be returned to the starting page with Part I and Part II and the Species Procedures that have been completed. If any red indicators remain, enter the section and complete the missing data.
29. Once no red indicators remain in any section, you are ready to have Dr. Rosensteel pre-review your protocol. (Do NOT submit the protocol – just save it in the system.) Contact Dr. Rosensteel at 4-2090 or [sr7ea@virginia.edu](mailto:sr7ea@virginia.edu) to let him

- know you are ready for him to review it. If pre-review indicates that changes are necessary, retrieve your protocol and make the revisions.
30. After any necessary revisions have been made, you can start the electronic submission process. (**NOTE:** Do not submit the protocol if you think you might want to re-enter it. Submit it only when you are sure you are done and necessary revisions from pre-review have been completed.) Read the text and select **Prepare this Protocol for Submittal** at the bottom of the page.
  31. The Animal Handler Responsibilities will be the next page to appear. Indicate the Responsibilities of the Animal Handlers, associated with each Species Procedure, by checking all of the appropriate boxes. Click the **Click Here to Continue** button.
  32. Read the "Principal Investigator's Assurance for the Humane Care and Use of Laboratory Animals" *form which you MUST complete before submitting your protocol.*
  33. Enter your cover letter online and click the **Submit Protocol** button.
  34. You will see a confirmation page indicating that your protocol has been successfully submitted. A confirmation e-mail regarding this submittal will be sent to the PI, Contact Person, and the ACUC Office. An email will also be sent to any animal handler with training requirements that have not been completed. If you are the PI or Contact Person and do not receive a confirmation e-mail, please contact the ACUC Office at 4-0405.