Guide for Submission of IACUC Annual Status Report

A revised word protocol must be attached to section 3.1.

1. Log in to iRIS
2. Hover Over "My Workspaces"
3. Hover Over Study Assistant
4. Click on View My Studies
5. Click on the paper and pen to open your study
6. In the green section click on IACUC Annual Status Report
7. Click "Add a New Form"
8. 1.8) Enter the submission date
9. Click "Save and Continue"
10. 2.2) In the text editor, provide the number of animals used within the last 12 months.
11. 2.3) In the text editor, provide the cumulative number of animals used since the last 3 year renewal.
12. 2.4) In the text editor, provide a summary of the progress made within the last 12 months.
13. 2.5) In the text editor, provide a summary of the goals for the upcoming 12 months.
14. Click "Save and Continue"
15. 3.1) Click "Select or Revise Existing"
16. On the right hand side click on "Create Revision"
17. Click "Check Out Document"
18. Click "Check In Document"
19. Click "Browse"
20. Attach revised word protocol
21. Click "Save Selected File"
22. Click "Save Document"
23. 3.2) If the agency which funds your project requires a progress report attach here, if not click "Save and Continue"
24. 4.0) Click "Agree"
25. Click "Save and Continue"
26. Click "Signoff and Submit"