

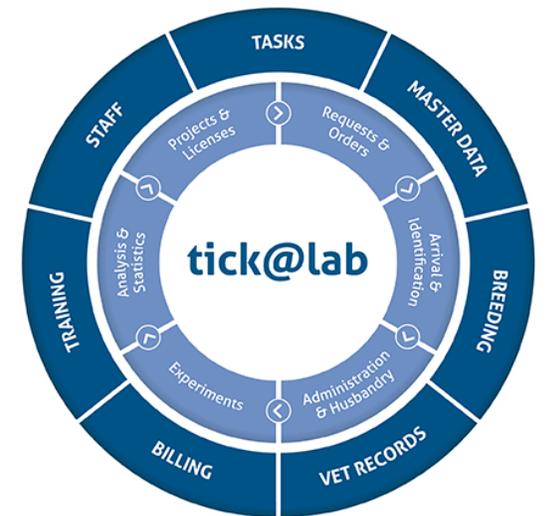
Submission of Animal
Use Protocols through
tick@lab

Tick@lab URL

[https://lar.utrgv.edu/tickatlab/
default.aspx](https://lar.utrgv.edu/tickatlab/default.aspx)



*****ALLOW POP-UPS*****





- Home
- Protocols
- Animal Orders
- Animal Management
- Compliance Support
- Billing
- Tasks
- Cage Management
- Administration
- Reports
- Master Data

PROTOCOLS

AUP IRB IBC

ANIMAL ORDERS

Requests & Orders Deliveries &

ANIMAL MANAGEMENT

Experimental Stock Breeding Stock Matings Genotyping

Internal Orders

1. Click on
"AUP"

Make sure to be working in the AUP tab

AUP

FILTER & SEARCH

Apply filter

Reset filter

Hide | Show ?

Select the desired filter criteria below and click "Apply Filter" to customize your view.
Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets: Save Delete

File-General

File-History

Document

+ CLICK HERE TO VIEW, CREATE A

2. Click to expand protocol lists

AUP

FILTER & SEARCH

Apply filter Reset filter

Hide | Show

Select the desired filter criteria below and click "Apply Filter" to customize your view.

Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets:

File-General File History Document

ITEMS TO VIEW, C

+ New

3. Click on "New"

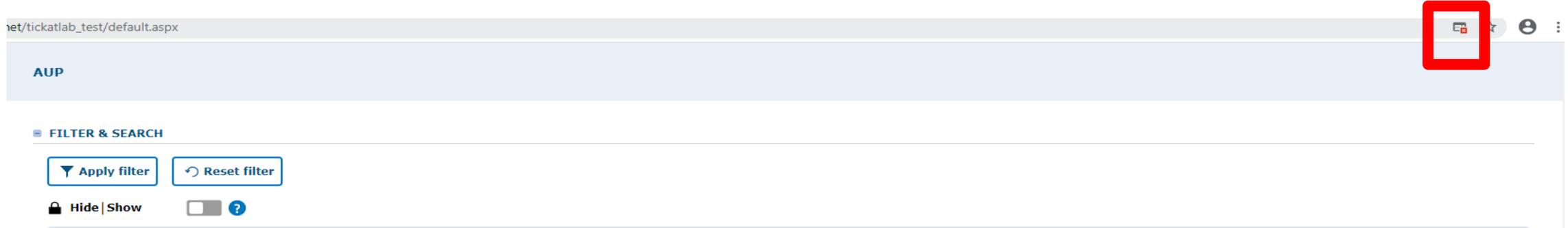
Documents are organiz... document(s) stored in the file.

No. of entries: 101

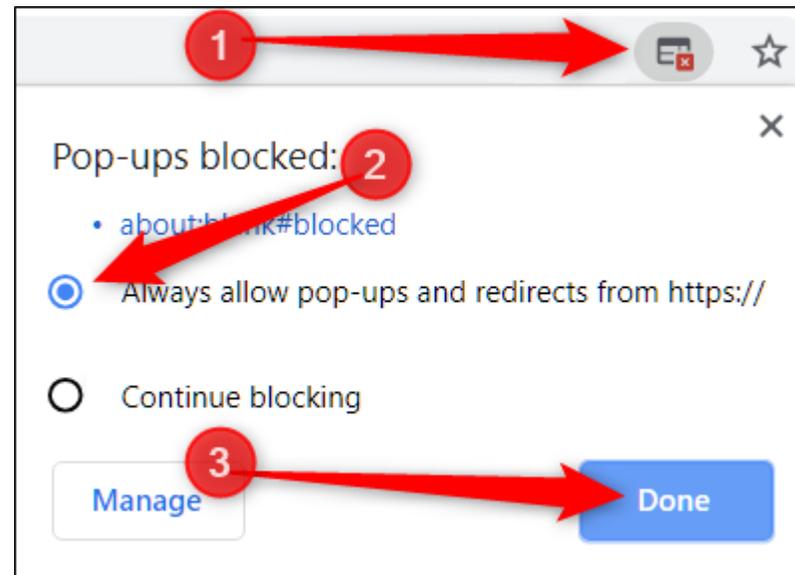
<< < 1 2 3 4 > >>

	AUP#	File title	File created	File status	Last file status change	Expiration date	Current document status/progress
	AUP-20-05	TESTING	09-Jun-2020	Approved	12-Jun-2020	10-Jun-2023	Approved
	AUP-20-04	testing new build with added colo...	05-Jun-2020	Approved	12-Jun-2020	09-Jun-2023	Approved
	AUP-20-03	TESTING	06-May-2020	Disapproved	09-Jun-2020	06-May-2023	Disapproved
							TACIC

Remember you need to allow Pop-ups in order to open new windows.



Follow the steps.



Popup - Google Chrome
lar-test.test-utrgv.net/tickatlab_test/popup.aspx?CommlId=-322444332&EventId=InitiateFileWizard.Start

Close window X

Initiate File and Document Wizard

- Document Template
- File Properties
- Location

DOCUMENT TEMPLATE

Please select the document template you like to use. ?

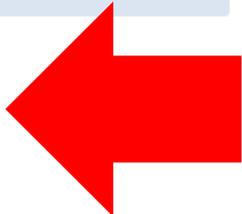
Document Template*: Animal Use Protocol (AUP)

Animal Use Protocol (AUP)

→ Next

4. Select AUP on the document template option

5. Click "Next"



6. Click inside the box to
title your AUP

Popup - Google Chrome
lar-test.test-utrgv.net/tickatlab_test/popup.asp

Close window X

Initiate File and Document Wizard

Document Template

File Properties

Location

Please provide a meaningful short description of the file.

Title

Protocol Number: AUP-20-08

← Back → Next

NOTE: The protocol number will
generate automatically.

7. Click "Next"

Popup - Google Chrome

lar-test.test-utrgv.net/ticketlab_test/popup.aspx?CommId=-322444332&EventId=InitiateFileWizard.Start

Close window X

Initiate File and Document Wizard

- Document Template
- File Properties
- Location**

Save and open document

Please select "UTRGV" below.

Location

+ UTRGV

Back Save and open document

8. Select "UTRGV"

9. Click "Save and open document"

10. Click on “General Information” Tab

NOTE: Note that there are several tabs on the left side. Go through each one of these and complete each applicable field. Please note that some fields will be mandatory; tick@lab will not let you submit the AUP if these are missing or if there are any other errors.

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IACUC Review

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SAVE ALL work prior to exiting!! This program does not automatically save any entered data without prompting.

TITLE

Ensure that this title matches the title used for grant submission, if applicable.

Document title:

Testing AUP

PROTOCOL LAY DESCRIPTION

Required for all protocol submissions/registrations.

Did you consult with the veterinarian prior to submission? (*)

Yes

No

Did you consult with animal resources regarding feasibility of housing your animals (capacity and species)? (*)

Yes

No

Provide a brief, lay summary of the project in a manner understandable by a senior high school student. * (*)
The information in this section also may be used for media (press) purposes. Include what the purpose of the project is and avoid acronyms, abbreviations and scientific jargon.

ALWAYS SAVE YOUR WORK!

Save Often, Tick@lab does not save information automatically.
Make sure you save information after completing each tab.

The screenshot shows a software interface with a top navigation bar containing buttons for 'Review', 'Attachments', 'Action', and 'Workflow'. The 'Action' dropdown menu is open, displaying several options: 'Save & Check-in', 'Save', 'Save New Version', 'Print PDF', 'Compare version', and 'Validate & Save'. The 'Save' option is circled in red. A red box with an arrow points to this option, containing the text: '12. Click on "Save" under the "Action" button located in each tab'. Below the navigation bar, there is a form with a 'GENERAL INFORMATION' section and a text input field with a placeholder: '1. Please provide a brief (1...), including (1) the purpose, (2) your subject population(s), and (3) the methods used. (*)'. Below the text field is a checkbox labeled 'Answer'. At the bottom of the form, there is a small note: 'agreements will be needed (i.e., Single IRB, or Reliance Agreement).'. On the right side of the form, there is a text input field with a placeholder: 'data will be collected.'. At the bottom right of the form, there is a small note: 'research institutions in collaboration with UTRGV. For non-exempt human subjects research'.

- Note, you have 3 ways to save forms:
 1. Save and Check-In: saves the file and checks the document in so that another person could check it out and edit it.
 2. Save: saves the document and allows you to keep working on it.
 3. Save New Version: saves a separate and new version of the file (duplicate).

Example of error you get when there is missing information on a required field (s).

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Required for all protocol submissions/registrations.

Did you consult with the veterinarian prior to submission? (*)

Yes

No

Did you consult with animal resources regarding feasibility of housing your animals (capacity and species)? (*)

Yes

No

Provide a brief, lay summary of the project in a manner understandable by a senior high school student. * (*)

The information in this section also may be used for media (press) purposes. Include what the purpose of the project is and avoid acronyms, abbreviations and scientific jargon. Why is the research or teaching project important? Do not cut and paste large sections of text from funding proposals to grant agencies into this space. Please limit your description to 250 words.

Answer

Personnel

HOW TO ADD PROJECT TEAM MEMBERS TO YOUR PROTOCOL

From the “Personnel” Tab on the left, go into each of the questions and click “Edit selection” to assign personnel as Co-Investigators, Key Personnel, Faculty Advisor and Reviewer and Signers from the Pop-up window.

PRINCIPAL INVESTIGATOR

The Principal Investigator

Edit selection

Last name

IRB

CO-INVESTIGATOR

Co-PIs can edit the information on this protocol.

Edit selection

Last name

OTHER STUDY PERSONNEL

Other individuals who

Edit selection

Last name

FACULTY ADVISOR

Popup - Google Chrome

lar-test.test-utrgv.net/ticketlab_test/popup.aspx?CommId=788321883&EventId=PersonAssignPopUp.Start

Close window X

Personnel Selection

FILTER & SEARCH

Apply filter Reset filter

Click a team to show the list of team members. Selection of the root-node "Teams" will show all persons. Use the name-filter to search by name within the selected team (or within all users).

Name:

Teams

Apply current selection

IACUC IRB IBC, Administrator

- 1.You can type the Name (first or last, or both) and click “Apply filter.” Or,
- 2.You can click on Teams and select from the list, then click on “Apply current selection”.

Note 1: You can add as many personnel as you want.

Note 2: If you cannot find a researcher from the list, there is a slight possibility that the researcher does not have access to Tick@Lab and will need to be manually added by ORC staff. Please contact Office Research Compliance (ORC) for assistance.

Application sections

REVIEW AND ANSWER THE DIFFERENT SECTIONS ON YOUR PROTOCOL

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Please provide the names of all personnel who will oversee or conduct work under this protocol.

PRINCIPAL INVESTIGATOR

The Principal Investigator is responsible for all work conducted under this protocol and can edit the information.

Edit selection

Last name	First name
IACUC-IBC	Investigator

CO-INVESTIGATORS

The Co-Investigators can edit the information in this protocol.

Edit selection

Last name	First name
IRB member extra	IRB Committee Member

RESEARCH PERSONNEL

Research Personnel conduct research procedures using animals under this protocol and may place animal orders under this protocol.

Edit selection

Last name	First name
IACUC-IBC	In Life Staff- Technician

STUDENT RESEARCH PERSONNEL

Student Research Personnel conduct research procedures using animals under this protocol.

Edit selection

Last name	First name
IRB, IACUC, IBC, LAR	Reports

ANIMAL CARE AND VETERINARY SUPPORT STAFF

Provide the information requested for each member of the animal care and veterinary staff who will perform support procedures in the animals on this protocol. *Support procedures beyond routine husbandry but do not include performance of experimental procedures.

Click on **Personnel** tab on left hand side, click on **Edit Selection** button to fill in information.

Under the Personnel tab, you will be able to add the individuals who will play a role in your AUP. Make sure to add them under the correct area (e.g., co-investigators, research personnel, or student research personnel). You can also add a peer reviewer. This will send the AUP to your colleague for review prior to sending the AUP to the IACUC Coordinator. If a particular individual is not listed, add their name and role under the "Request Addition of a New User" section. **DON'T FORGET TO SAVE!**

Click on “Species” tab on left. Fill in required information.

Add your animal species information and USDA Pain Categories and animal numbers in each category. Note that this number has to match to the Animal Numbers in the next tab (Study Grouping). If numbers do not match, an error will be flagged and you will not be able to submit the AUP to the IACUC Coordinator. **SAVE your work!**

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Please select the species you are using for this protocol, please note that multiple species may be included on the same protocol.

SPECIES

Click on edit selection to add species.

Edit selection

Current selection

Mouse

Mouse

SPECIES JUSTIFICATION/INFORMATION

Justify the appropriateness of the animals selected for use in this protocol. If invertebrate, state N/A in each section below.

Answer

Test

ANIMAL SOURCE

What is the strain, source of the animals and health status?
List each strain and its associated information on a separate line below, as needed.

Answer

Test

For each of the sources listed above, provide the Company/Institution name, Location (City/State or room number), Web
This is only needed if you have a specific room-source from a vendor or are purchasing an animal from a non-commercially approved vendor.

Answer

Test

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A study segment includes all procedures that may be performed on one group of animals from arrival to euthanasia. Protocols may have only one study segment or animals may be used in more than one

ADD STUDY SEGMENT

To add a new study segment, provide name of the study segment, select the appropriate species, and click "Add". To change order of study segment use up/down buttons in the study segment list.

Name of study segment:

Species:

+ Add

Study Segment	Species
Test	Mouse
Segment 2	Mouse

STUDY SEGMENTS DETAILS

^ Test v Segment 2

SPECIES TO BE USED FOR THE STUDY SEGMENT

Please assign species for study segment.

Mouse

ANIMAL BIOSAFETY LEVEL

The study will be conducted at Animal Biosafety Level:

ABSL-1

ABSL-2

ABSL-3

ENDPOINTS

What are the criteria that will be used to remove an animal from the study to prevent suffering?

Click on "Study Grouping" tab.

In this tab, you can add different study phases or research groups. For each group, you must indicate the animal numbers and procedures that the animal will undergo. Procedures not listed may be added manually. Once again, be mindful of the animal numbers listed under species and study grouping. Remember that these must match. **SAVE!**

Click on
“Anesthesia/Analgesia” tab.

You will be able to select the appropriate anesthesia/analgesia depending on the procedures listed in the previous tab. **SAVE!**

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ANESTHESIA

For each procedure on the protocol where anesthesia will be used, select the procedure, species and drug below and provide the concentration selection.

+ Add new row

Procedure	Species	Drug	Concentration	Dose	Route	Duration of Effect
-----------	---------	------	---------------	------	-------	--------------------

ANALGESIA

For each procedure on the protocol where analgesia will be used, select the procedure, species and drug below and provide the concentration selection.

+ Add new row

Procedure	Species	Drug	Concentration	Dose	Route	Duration of Effect
-----------	---------	------	---------------	------	-------	--------------------

Click on **“General Training”** tab.

MANDATORY for all involved in the Animal Use Protocol. Check with the IACUC Office for more details on which trainings will be mandatory. Basic CITI Trainings and species-appropriate training must be completed for IACUC approval. Click on the Refresh button to see which personnel is compliant or pending to complete the designated trainings. **SAVE!**

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Investigator (Department): IACUC-IOL, Investigator

Specific to the Principal Investigator.

Describe the Principal Investigator's qualifications to perform or oversee the research.
For instance, Bobby has over 15 years experience with placing stents in humans. This will be his first time working the procedure in rabbits. Or, Dr. Garza does not have procedure specific skills, but has been an administrator over similar programs for the past 15 years. His role will not include animal manipulation.

Answer

+

Test

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REQUIRED GENERAL AUP TRAINING

Select the required general AUP Training for the research being conducted on this protocol.

AUP Training

- Wildlife Research
- Working with Mice in Research Settings
- Working with Rats in Research Settings
- Working With Fish in Research Settings
- Working With Zebrafish (Danio rerio) in Research Settings
- Working with Amphibians in Research Settings
- Working with Rabbits in Research Settings
- Working with Swine in Research Settings
- Working with Gerbils in Research Settings
- Working with Guinea Pigs in Research Settings
- Working with Hamsters in Research Settings
- Working with Dogs in Research Settings
- Working with Cats in Research Settings
- Working With Ferrets in Research Settings
- Working with Non-Human Primates in Research Settings
- Animal Biosafety
- Reducing Pain and Distress in Laboratory Mice and Rats
- Antibody Production in Animals
- Aseptic Surgery
- Essentials for IACUC Members
- Working with the IACUC
- Institutional Official: Animal Care and Use
- IACUC Community Member
- Post-Approval Monitoring
- IACUC Member Refresher Case Study
- Introduction to Working With the IACUC - Refresher Course
- Working With Animals In Biomedical Research - Refresher Course

REQUIRED GENERAL AUP TRAINING FOR STUDY PERSONNEL

General AUP Training is required for all personnel prior to protocol submission and approval. The matrix below shows the current status of Study Personnel Training (PI, Co-Investigator, Research Personnel, Student Research Personnel, and Animal Care & Veterinary Support Staff).
Click the edit selection button(s) on the Personnel tab to add names to the PI, Co-Investigator, Research Personnel, Student Research Personnel, and Animal Care & Veterinary Support Staff. The matrix shows if the PI, Co-Investigator, Research Personnel, Student Research Personnel, and Animal Care & Veterinary Support Staff have completed the training and it has been documented.

Click on “Protocol/Forms Links” tab.

Complete if applicable, direct your questions to the IACUC Office. **SAVE!**

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On this tab, record any links to another protocol/form that is appropriate.

LINKS TO OTHER PROTOCOLS OR FORMS

If this AUP is linked to an IRB, COI or IDC, please use the "Attachments" tab at the top of the page to append the protocol here. If this is tied to another AUP, please select the corresponding AUP.

No. of entries: 0

Number	Protocol Title
--------	----------------

No. of entries: 0

ADDITIONAL DETAILS FOR LINKED PROTOCOLS AND FORMS

If additional details need to be discussed regarding any of the links above, describe them below.

Answer

Click on
“Rationale/Alternatives”.
Complete all applicable
fields. **SAVE.**

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■ RATIONALE FOR ANIMAL USE

Explain your rationale for animal use and make an argument why this study does not unnecessarily duplicate or replicate previous experiments done in this lab and by

Answer

■ SEARCH DATA

Add literature search information.

+ Add new row

Search conducted	Searched from	Searched to	DB Title	# of hits	Keywords searched
------------------	---------------	-------------	----------	-----------	-------------------

Provide a narrative summarizing the results of the referenced literature searches.

Answer

■ REDUCTION

Provide any details regarding how this protocol incorporates "Reduction" into its design.

Answer

■ REFINEMENT

Can animals be replaced by the use of appropriate alternative methods such as tissue banks, cell cultures or computer models?

Yes

Click on **“Animal Husbandry/Housing”** tab.

Contact LAR if you have any questions on animal housing or husbandry. Ensure that they have the appropriate caging, enrichment, and feed. Deviations from standard husbandry and housing must be listed here and discussed with LAR Director. **SAVE.**

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▲ At least one of the previously selected values is no longer valid.

FLUID OR FOOD RESTRICTION

Will food or fluids be restricted on this protocol?

No
 Yes

DEVIATIONS FROM STANDARD ENVIRONMENTAL ENRICHMENT

Will there be deviations from standard environmental enrichment on this protocol?

No
 Yes

OTHER HUSBANDRY DEVIATIONS OR CONSIDERATIONS

Will there be other husbandry deviations or special considerations regarding the animal use in this protocol?
Be sure to list any departures from the Guide (ex. special caging, water, feed, waste disposal, environmental enrichment, etc.) that

No
 Yes

LOCATION ASSIGNMENTS

Select the room(s) where animals will be housed and used for research procedures. Select the appropriate room type for each room

Site: Research Location-Edinburg

Room: Invalid selection

▲ At least one of the previously selected values is no longer valid.

Site	Building	Floor	Section	Room	Room Ty
Research Location-Brownsville	BBRHP			2.157	

Will you need to house animals in any other rooms than listed above?

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Describe ALL safety and hazard related information that applies to this protocol. If you answer "yes" to any of the items below, please contact the IACUC.

USE OF BIOLOGICAL AGENTS OR CELL LINES

List all human or animal derived biological agents or cell lines used on this protocol.

+ Add new row

Biological or Cell Line	Source	Date, last MAP test	IBC Protocol #	IBC Approval Date	Special Precautions

Are any biological agents used on animals under on this protocol?

No

Yes

USE OF INFECTIOUS AGENTS

List all infectious agents used on this protocol. Be sure to attach your IBC protocol using the "Protocol/Forms Links" tab.

+ Add new row

Infectious Agent	IBC Protocol #	IBC Approval Date	Containment Level	Special Precautions

Are infectious agents used on animals under this protocol and listed above?

No

Yes

USE OF RDNA

List all genetic constructs (rDNA) used on this protocol. Be sure to attach your IBC protocol using the "Protocol/Forms Links" tab.

+ Add new row

Genetic Construct	IBC Protocol #	IBC Approval Date	Containment Level	Special Precautions

Click on “Safety & Hazards” tab (Part A).
 Safety & Hazards:
 Complete all applicable fields. **SAVE.**

Click on “Safety & Hazards”
tab (Part B)
Complete all applicable
fields. **SAVE.**

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OTHER HAZARDS AND AGENTS

List all hazards or agents used on this protocol. Be sure to attach your IBC protocol in the "Protocol/Forms Links" tab.

+ Add new row

Hazard/Agent name	Hazardous?	Comments	Special Precautions	Instructions
-------------------	------------	----------	---------------------	--------------

Describe any additional hazards and agents that apply to this protocol you have listed in the table above.

Answer

HUMAN DERIVED AGENTS, TISSUES OR CELL LINES

Does this protocol use human derived agents, tissues or cell lines?

No

Yes

SENDING OR RECEIVING BIOLOGICAL SAMPLES

WASTE AND ANIMAL DISPOSAL PROCEDURES

Describe the practices and procedures required for the safe handling and disposal of contaminated animals and material associated with this protocol. If no special handling is required, you may state that the current, institutional-standard biosafety disposal practices will be followed.

Answer

Describe methods for removal of radioactive waste and, if applicable, the monitoring of radioactivity.

Answer

Click on “**Transportation**” tab.
Check with LAR if you plan to house or transport animals between campuses or buildings. Indicate if you plan to transport them outside the vivarium. **SAVE.**

The screenshot displays a web interface for an Animal Use Protocol (AUP). The title bar reads "AUP: AUP-20-05 'TESTING ', (v.11.0), Approved/Approved". Below the title bar are navigation buttons: "Back to overview", "Review", "Attachments", "Action", and "Workflow". A sidebar on the left lists various protocol sections, with "Transportation" highlighted in blue and enclosed in a red rectangular box. The main content area shows a section titled "TRANSPORTATION" with a sub-section "Will you need to transport animals outside of the animal facility?". This section contains two radio button options: "No" (which is selected) and "Yes".

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Attach relevant permits using the "Attachments" tab at the top of the page.

FIELD STUDIES

Will there be field studies associated with this protocol?

No

Yes

Click on "Field Studies" tab.

Complete if applicable and **SAVE**.

> AUP: AUP-20-05 "TESTING ", (v.11.0), Approved/Approved

← Back to overview Review Attachments

- General Information
- Personnel
- Species
- Study Grouping
- Number of Animals
- Procedures
- Procedures Training Verification
- Anesthesia/Analgesia
- General Training
- Protocol/Forms Links
- Rationale/Alternatives
- Animal Husbandry/Housing
- Safety & Hazards
- Transportation
- Field Studies
- Teaching Protocol**
- PI Certification
- Amendment
- Protocol Closure
- Workflow History

■ TEACHING PROTOCOL

Is this a teaching protocol or does it have a major teaching component?

No

Yes

Click on “Teaching Protocol” tab.

Complete if applicable and **SAVE**.

> AUP: AUP-20-05 "TESTING ", (v.11.0), Approved/Approved

← Back to overview Review Attachments

General Information

Personnel

Species

Study Grouping

Number of Animals

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Procedures Training Verification

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PI Certification

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Workflow History

PI CERTIFICATION

This is a legally binding agreement.

I have provided an accurate description of the proposed Animal Care and Use Protocol and agree to the following conditions: (*)

- My personnel and I will abide with the National Research Council's Guide for the Care and Use of Laboratory Animals and all pertinent institutional, state, and federal rules and po
- I certify that I have carried out and documented the results of an appropriate literature search to ensure that the proposed studies do not unnecessarily duplicate previous experi
- I certify that I have reviewed the pertinent scientific literature and the sources and/or databases and have found no valid alternative to any procedures described herein which m
- I assure that the named individuals on this project have read and understand the procedures outlined in this protocol.
- I certify that all experiments and surgeries involving live animals will be performed under my supervision or that of another qualified professional listed on this protocol.
- I declare that all personnel having direct live animal contact on this project, including myself, have been or will be trained in humane and scientifically acceptable procedures for t and will not begin any procedure with live animals until they have been successfully trained.
- I certify that I will notify the IACUC regarding any unexpected study results that impact the animals. Any unanticipated pain or distress, morbidity or mortality will be reported to as well as routine veterinary care as prescribed for individual species.
- If drugs that are classified by the DEA as controlled substances are used in this study, I assure that they will be stored in a locked cabinet and accessible only to authorized perso
- I assure that all personnel working with live animals are aware of the potential hazards associated with the use of live animals and animal tissues and are enrolled in the institutio
- I certify that I have consulted with the Radiation/Chemical Safety or Biosafety Compliance Officer and that the appropriate safety committee has approved the use of the test sub procedures, and the chemical hygiene plan.
- I certify that the information provided within this application is accurate to the best of my knowledge and that no significant changes will be made without advance approval of th extramural), it is my responsibility to ensure that the description of the animal use in such funding proposa(s) is identical in principle to that contained in this application. I will sub

I certify that the above statements are understood and will be followed.

Click on **“PI Certification”**.

Select “I certify that the above statements are understood and will be followed.”

PI Certification: **Mandatory field!**

Click on “**Workflow History**” tab.

Check the status and any comments under this tab.

AUP: AUP-20-05 "TESTING", (v.11.0), Approved/Approved

← Back to overview Review Attachments Action Workflow

General Information

Personnel

Species

Study Grouping

Number of Animals

Procedures

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Amendment

Protocol Closure

IACUC Review

Workflow History

History of the progression and status of this protocol.

File Version	Document Version	Status	Performed by	Effective date	Comment
0.1.0	1.0	Draft	IACUC-IBC, Investigator	09-Jun-2020	
0.2.0	2.0	IACUC Administrative Review	IACUC-IBC, Investigator	09-Jun-2020	Sending in for Approval from Test
0.3.0	3.0	For Revision (IACUC CO)	Rasa, Cordelia	10-Jun-2020	Sending back to test for multiple locations and animal numbers tab.
0.4.0	4.0	IACUC Administrative Review	IACUC-IBC, Investigator	10-Jun-2020	testing. Added in-life personnel as a STUDENT WORKER (profile 17) for testing.
1.0.0	5.0	Approved	Rasa, Cordelia	10-Jun-2020	Testing for in-life STUDENT function.
1.1.0	6.0	Amendment	Rasa, Cordelia	12-Jun-2020	For testing-adding CO-PI
1.2.0	7.0	IACUC Administrative Review	Rasa, Cordelia	12-Jun-2020	Test adding CoPI
2.0.0	8.0	Approved	Rasa, Cordelia	12-Jun-2020	testing
2.1.0	9.0	Amendment	IRB, Committee Member	12-Jun-2020	Testing CO-PI making amendment
2.2.0	10.0	IACUC Administrative Review	IRB, Committee Member	12-Jun-2020	Testing
3.0.0	11.0	Approved	Rasa, Cordelia	12-Jun-2020	testing

Attachments

HOW TO ADD ATTACHMENT TO YOUR PROTOCOL

AUP: AUP-20-08 "Testing AUP", (v.1.0), Initiated/Draft

← Back to overview Review **📎 Attachments** Action Workflow

General Information

Personnel Please provide names of all personnel who will oversee or conduct work under this protocol.

Species

Study Grouping

Number of Animals

Procedures

Last name	First name
IACUC IRB IBC	Administrator

CO-INVESTIGATORS

The Co-Investigators can edit the information in this protocol.

Last name	First name
-----------	------------

RESEARCH PERSONNEL

Workflow History

You can add attachments by using any of the "Attachments" buttons.

Please include your attachments on their respective tabs. This is will facilitate the review process once your submit.

E.g. Attach your consent form documents on the Informed Consent tab. Attach your recruitment materials on the Recruitment tab.

Popup - Google Chrome

lar-test.test.utrgv.net/ticketlab_test/connup.asp?CommId=20128222508;EventId=AttachmentPopUp.Start

Close window X

2. Click "Apply to document"

1. Click on "Choose File" and upload file from computer or other devices. You can add a description of the attachment on the box.

3. Click on "All" to view all the application attachments.

Attachment

General Information

Personnel

Species

Study Grouping

Number of Animals

Procedures

Procedures Training Verification

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Workflow History

All

Apply to document

GENERAL

+ Add Reset

File: Choose File No file chosen

Description:

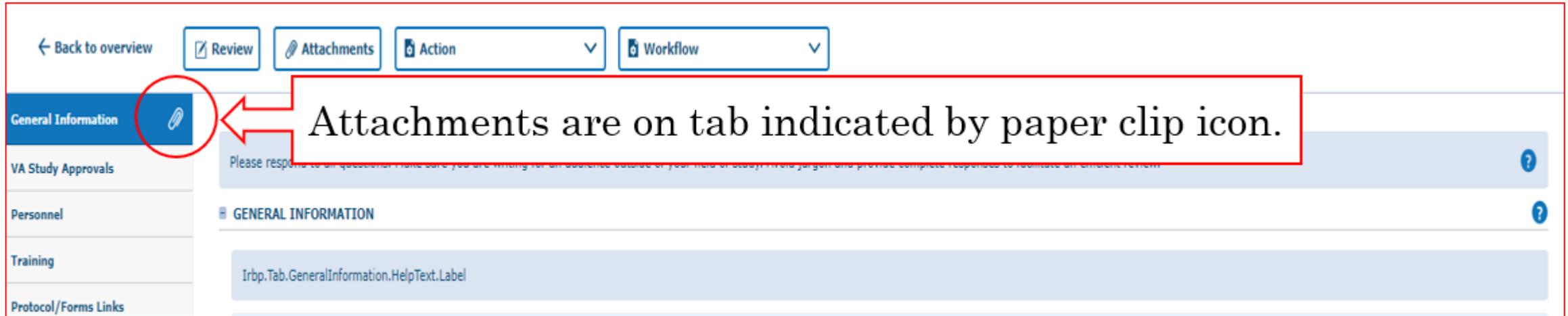
ATTACHMENTS

No. of entries: 0

Last Changed	File	Description
--------------	------	-------------

No. of entries: 0

How to locate an attachment...



← Back to overview Review Attachments Action Workflow

General Information 

VA Study Approvals

Personnel

Training

Protocol/Forms Links

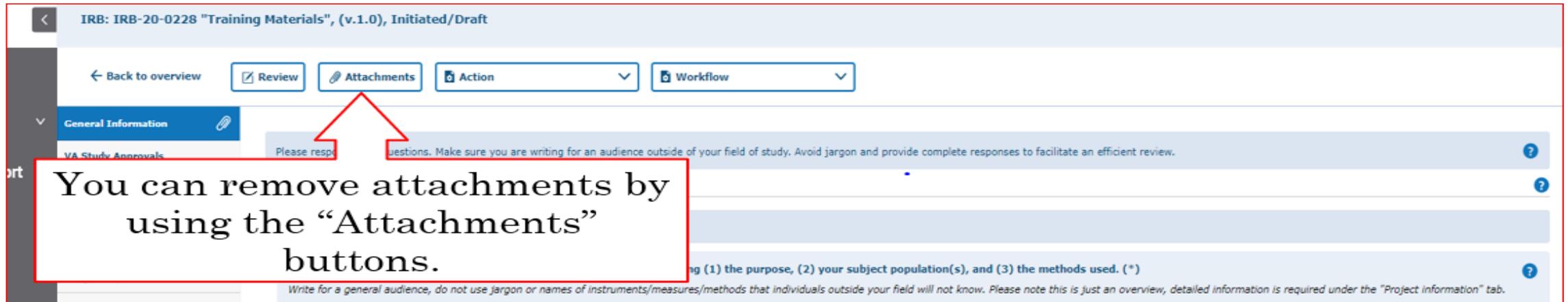
Please respond to all questions. Make sure you are writing for an audience outside of your field of study. Avoid jargon and provide complete responses to facilitate an efficient review.

GENERAL INFORMATION

Irbp.Tab.GeneralInformation.HelpText.Label

Attachments are on tab indicated by paper clip icon.

How to remove an attachment...



IRB: IRB-20-0228 "Training Materials", (v.1.0), Initiated/Draft

← Back to overview Review Attachments Action Workflow

General Information 

VA Study Approvals

Please respond to all questions. Make sure you are writing for an audience outside of your field of study. Avoid jargon and provide complete responses to facilitate an efficient review.

You can remove attachments by using the "Attachments" buttons.

ing (1) the purpose, (2) your subject population(s), and (3) the methods used. (*)

Write for a general audience, do not use jargon or names of instruments/measures/methods that individuals outside your field will not know. Please note this is just an overview, detailed information is required under the "Project information" tab.

Note: by changing the workflow, the attachments will be locked and can no longer be deleted. I.e., while in draft mode and pre-review revision mode you may delete any attachments that you do not need. However, once you submit to the IRBCO Administrative Review attachments will be locked.

et/tickatlab_test/popup.aspx?CommId=-430020045&EventId=AttachmentPopUp.Start

Close window X

Apply to document

GENERAL

+ Add Reset

File: Choose File No file chosen

Description:

ATTACHMENTS

No. of entries: 1

Last Changed	File	Description
22-Jul-2020	2. Application Requirements	

No. of entries: 1

Edit Attachment

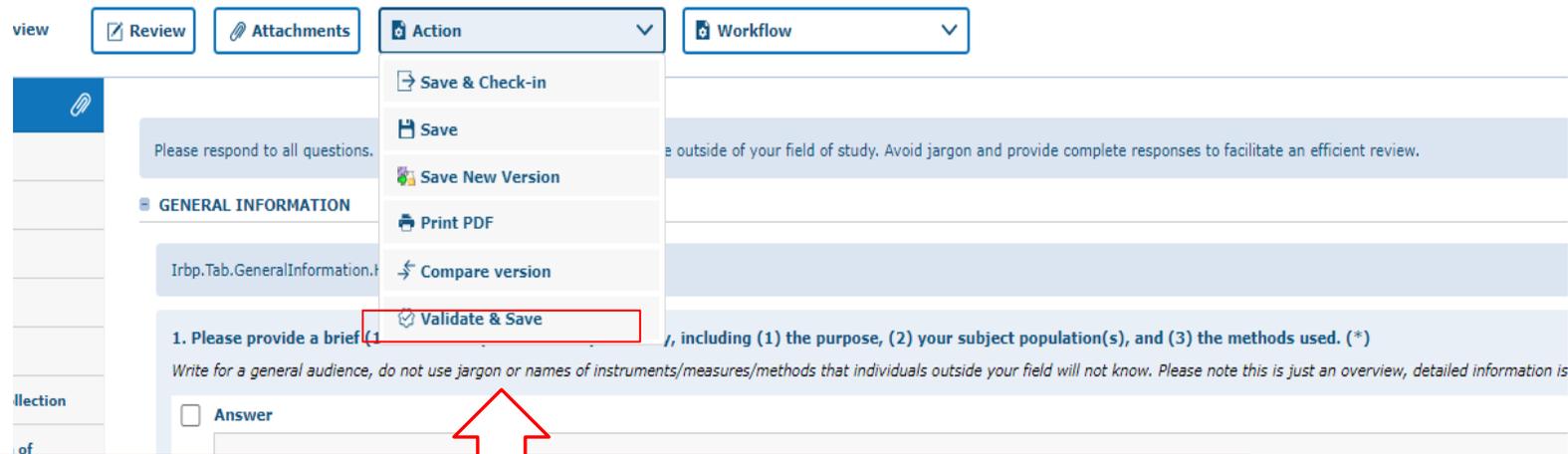
Delete Attachment

Right click on top of the name of the file and select "Delete Attachment"

achmentPopUp.100608APO17-...

Validating and Saving

- Once you have completed the application (General Information tab through
- PI Assurance Statement tab), then you need to Validate and Save your application
- Mandatory questions are marked with (*) at the end of the questions



“Validate & Save” is a feature to check for ant incomplete mandatory questions.

Application Validation...

Review Attachments Action Workflow

⚠ Questionnaire validation error: No item selected for mandatory field '1. Please provide a brief (1-5 sentences) overview of your study, including (1) the purpose, (2) your subject population(s), and (3) the methods used.'. Location: tab 'General Information' > section 'General Information'

⚠ Questionnaire validation error: No item selected for mandatory field 'The principal investigator agrees to:'. Location: tab 'PI Assurance Statement' > section 'PI Assurance Statement'

Please respond to all questions. Make sure you are writing for an audience outside of your field of study. Avoid jargon and provide complete responses to facilitate an efficient review.

GENERAL INFORMATION

Irbp.Tab.GeneralInformation.HelpText.Label

1. Please provide a brief (1-5 sentences) overview of your study, including (1) the purpose, (2) your subject population(s), and (3) the methods used. (*)
Write for a general audience, do not use jargon or names of instruments/measures/methods that individuals outside your field of study would not understand. Please note this is just an overview, detailed information is required under the "Project Information" tab.

Answer

2. Will subjects be recruited or data collected at an external site(s)?
External site for this question refers to any non-research site where subjects will be recruited or data collected. Note: UTRGV owned clinics are not external sites. Note: If for your research you will be meeting subjects at a public place, this would not be an external site.

Yes
Please attach an outside site letter (using the UTRGV template) for each external site.

No

3. Is this a multi-site research project?
A multi-site research project refers to the same protocol for human subjects research conducted at multiple (2 or more) research institutions in collaboration with UTRGV. For non-exempt human subjects research that include multiple sites, cooperative agreements will be needed (i.e., Single IRB, or Reliance Agreement).

Yes

No

4. Are you collaborating with someone from another institution?

Pending Mandatory questions.

Review Attachments Action Workflow

🟢 Successful validation: All mandatory fields are filled in.

The Principal Investigator undertakes the primary responsibility for protecting the rights and welfare of research participants and must be familiar with the ethical principles of human subject protection requirements of federal regulations, Federal Wide Assurance, and IRB policy and procedures.

PI ASSURANCE STATEMENT

Irbp.PIAssuranceStatement.HelpText.Label

The principal investigator agrees to: (*)

- Conduct the research according to the IRB approved protocol.
- Disclose any conflict of interest (financial or otherwise).
- Equitably recruit and select participants.
- Seek guidance from the IRB, when needed.
- Keep current on policies and procedures.
- Quickly respond to complaints or requests.
- Ensure each potential participant (or proxy) receives and understands the IRB-approved informed consent document.
- Maintain copies of all study records and documents.
- Promptly report to the IRB any proposed changes to the protocol.
- Promptly report to the IRB all unanticipated problems.
- Provide continuing review and closure.
- Ensure educational training on human subjects research for all research staff.

I have read and agree to follow the PI Assurance statement above.

All required questions are answered correctly.

How to find comments, questions,
and concerns from the reviewer.

Once you have checked-out the document, then you can navigate all the revisions requested by using the review button.

The screenshot shows a document review interface. At the top, there is a navigation bar with four buttons: 'Review' (highlighted with a red box), 'Attachments', 'Action', and 'Workflow'. Below the navigation bar, the document content is displayed. The first section is a text input field with a red box around the 'Review' button. The text input field contains the text 'Blah, Blah...'. The second section is a radio button question: '2. Will subjects be recruited or data collected at an external site(s)?'. The third section is a radio button question: '3. Is this a multi-site research project?'. The 'Review' button is highlighted with a red box.

Click on “Review” button to see all feedback from the reviewer.

Click "All" to see the feedback left on all tabs at once, instead of moving from tab to tab.

AUP: v: AUP-20-03 "TESTING ", (v.19.0), Disapproved/Disapproved

All

General Information

Personnel

Species

Study Grouping

Number of Animals

Procedures

Procedures Training Verificatio

Anesthesia/Analgesia

General Training

Protocol/Forms Links

Rationale/Alternatives

Animal Husbandry/Housing

Safety & Hazards

Transportation

Field Studies

Teaching Protocol

PI Certification

+ Start New Topic

Subject	Author	Responses	Started on
Training	---	1	22-Jul-2020 10:56...
General Information	---	1	22-Jul-2020 10:55...

To open the feedback items double click on the subject

- As illustrated in the red box above, you will find a list of items requested by reviewers for the entire protocol.
- To respond to the feedback, please click on each topic under the "Subject" column to open a pop-op to respond.

Popup - Google Chrome
lar-test.test-utrgv.net/ticketlab_test/popup.aspx?CommId=-314865069&EventId=Review.Start

AUP Review: AUP-20-03 "TESTING ", (v.19.0), Disapproved/Disapproved

All
General Information
Personnel
Species
Study Grouping
Number of Animals
Procedures
Procedures Training Verification
Anesthesia/Analgesia
General Training
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Rationale/Alternatives
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Workflow History

Subject: General Information

22-Jul-2020 10:55:22 AM	---	Please complete question #4
----------------------------	-----	-----------------------------

Response

Type: ---

Close window X

1. Enter comment/answer in "Response" Text box.

2. Click "Save & Back"

3. Click "Close Window"

If a document has to be uploaded as a response, you must go back to the "attachments" tab and upload the document in the respective section.

Resubmitting a Protocol

SUBMITTING BACK TO WORKFLOW, AFTER MAKING REQUIRED REVISIONS

← Back to overview Review Attachments Action Workflow

IACUC Administrative Review

Did you consult with animal resources regarding feasibility of housing your animal (capacity and species)? (*)

Yes

No

Provide a brief, lay summary of the project. The information in this section also may be used in the public domain. Avoid abbreviations and scientific jargon. Why is the project important? (Limit your description to 250 words.)

Answer

*
File Edit View Insert Format Table
Verdana 9pt B I U A A [List Icons]

Testing, testing

Please specify the type of protocol submission this is.

Pilot Study

Breeding/Population Maintenance

Laboratory Research

1. Click "Workflow" and select "IACUC Administrative Review" from the list box.



v ▾ Insert ▾ Format ▾ Table ▾



Please use this box to communicate with the next Workflow user.

Comment:

Effective date*: 

You may leave a comment inside the text box, then please click "Ok"

	AUP#	File title	File created	File status	Last file status change	Expiration date	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	
	AUP-20-08	Testing AUP	03-Sep-2020	Initiated	03-Sep-2020	---	Draft	03-Sep-2020	---	IACUC IRB IBC, Administrator	1.0	
	AUP-20-05	TESTING	09-Jun-2020	Approved	04-Sep-2020	10-Jun-2023	Approved	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	21.0	
	AUP-20-04	testing new build with added colo...	05-Jun-2020	Approved	12-Jun-2020	09-Jun-2023	Approved	12-Jun-2020	09-Jun-2020	IACUC-IBC, Investigator	10.0	
	AUP-20-03	TESTING	06-May-2020	Annual Review	05-Sep-2020	06-May-2023	IACUC Administrative Review	05-Sep-2020	06-May-2020	IACUC-IBC, Investigator	20.0	

Make sure your project was submitted by looking at the document status tab. The status should be “IACUC Administrative Review”.

This is how your approved protocol will appear on the AUP tab 'Approved Protocols' filter

AUP

Hide | Show ?

Select the desired filter criteria below and click "Apply Filter" to customize your view.

Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets: Approved protocols (For all users)  

File-General | File-History | Document

[CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.](#)

[+ New](#) [Export to Excel](#)

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 29

« < 1 2 > »

	AUP#	File title	File created	File status	Last file status change	Expiration date	Current document status/progress	Last document status change	1st approved	Principal investigator	Version
	AUP-20-05	TESTING	09-Jun-2020	Approved	04-Sep-2020	10-Jun-2023	Approved	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	21.0
	AUP-20-04	testing new build with added colo...	05-Jun-2020	Approved	12-Jun-2020	09-Jun-2023	Approved	12-Jun-2020	09-Jun-2020	IACUC-IBC, Investigator	10.0
	AUP-20-03	TESTING	06-May-2020	Annual Review	05-Sep-2020	06-May-2023	IACUC Administrative Review	05-Sep-2020	06-May-2020	IACUC-IBC, Investigator	20.0
	AUP-19-41	Gray Hawk (Buteo plagiatus) habit...	26-Nov-2019	Approved	31-Jan-2020	31-Jan-2023	Approved	31-Jan-2020	31-Jan-2020	BRUSH, TIMOTHY	11.0
	AUP-19-40	Marine fishes collection for popu...	19-Nov-2019	Approved	24-Apr-2020	24-Apr-2023	Approved	24-Apr-2020	24-Apr-2020	Cintra Buenrostro, Carlos	14.0
	AUP-19-39	Effects of Heat Stress on the Phy...	05-Nov-2019	Approved	06-Dec-2019	06-Dec-2022	Approved	06-Dec-2019	06-Dec-2019	Rahman, Saydur	6.0
	AUP-19-36	Collection of fish from resacas (...)	02-Oct-2019	Approved	06-Dec-2019	06-Dec-2022	Approved	06-Dec-2019	06-Dec-2019	Fierro Cabo, Alejandro	12.0
	AUP-19-35	Local dual delivery of a chemothe...	26-Sep-2019	Annual Review	29-Apr-2020	16-Jan-2023	IACUC Administrative Review	29-Apr-2020	16-Jan-2020	Chew, Sue Anne	10.0
	AUP-19-31	Laboratory Opossum Breeding Colon...	25-Jul-2019	Approved	02-Apr-2020	18-Feb-2023	Approved	02-Apr-2020	18-Feb-2020	Vandeberg, John	13.0

*****Your project has been APPROVED*****