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IACUC  
Institutional Animal Care and Use Committee  
ULAR  
University Laboratory Animal Resources  
ORRP  
Office of Responsible Research Practices

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## e-Protocol: e-IACUC Tips

**Tip #1:** Making personnel changes to a protocol can only be done by the Principal Investigator. When the Principal Investigator clicks the title of the protocol, they will be taken to the protocol's "workspace" where they will find a series of "activities" along the left side of the page. Among them is the "Change Study Team" activity which will launch the process to add or remove study team members. Additional information can be found in the next article of this newsletter.

# e-Protocol

**Tip #2:** When adding someone to a protocol, individuals who are not yet registered with the system will not appear on the list of people to add. To register, these individuals will need to log into e-Protocol with their username (name.#) and password. The system will automatically take them through a series of registration pages. Once registration is complete, their name will immediately be added to the list of available people to add to the protocol.

**Tip #3:** When a submission is in the review cycle, it will always need to be forwarded to the next stage of review by executing an "activity" from the submission's workspace. Finishing the form or answering all requests will not automatically send the submission to the next stage.

**Tip #4:** You will not be able to submit a new or renewal protocol until all study team members listed have completed their training and registry requirements. A list of these items can be found at: <http://orrrp.osu.edu/iacuc/training/>

**Tip #5:** When answering "Veterinarian Requests" or "IACUC Requests" in e-IACUC, there are two places a response will be needed. First, the answer should be written in the submission (form) you are returning for review. Second, a brief response or note needs to be added to each request using the "Click Here to Respond" link.

**Tip #6:** If you create a submission but no longer want or need it, then the Principal Investigator will have the ability to "withdraw" it by executing the withdraw activity from the submission's workspace. You will never be able to fully delete a submission from e-Protocol.

**Tip #7:** In e-Protocol, only one amendment can be submitted and reviewed at a time. If two "separate" requests are needed for a protocol, please consider submitting both requests in a single amendment. Otherwise, the second request must wait to be submitted until the first amendment is completed.

## Resources

### Animal Care & Use Newsletter Online:

[http://orrrp.osu.edu/  
iacuc/index.cfm](http://orrrp.osu.edu/iacuc/index.cfm)

### e-Protocol:

<https://eprotocol.osu.edu>

### University Laboratory Animal Resources:

<http://ular.osu.edu/>

### Office of Responsible Research Practices:

<http://orrrp.osu.edu/>

### Institutional Biosafety Committee:

[http://orrrp.osu.edu/  
ibc/](http://orrrp.osu.edu/ibc/)

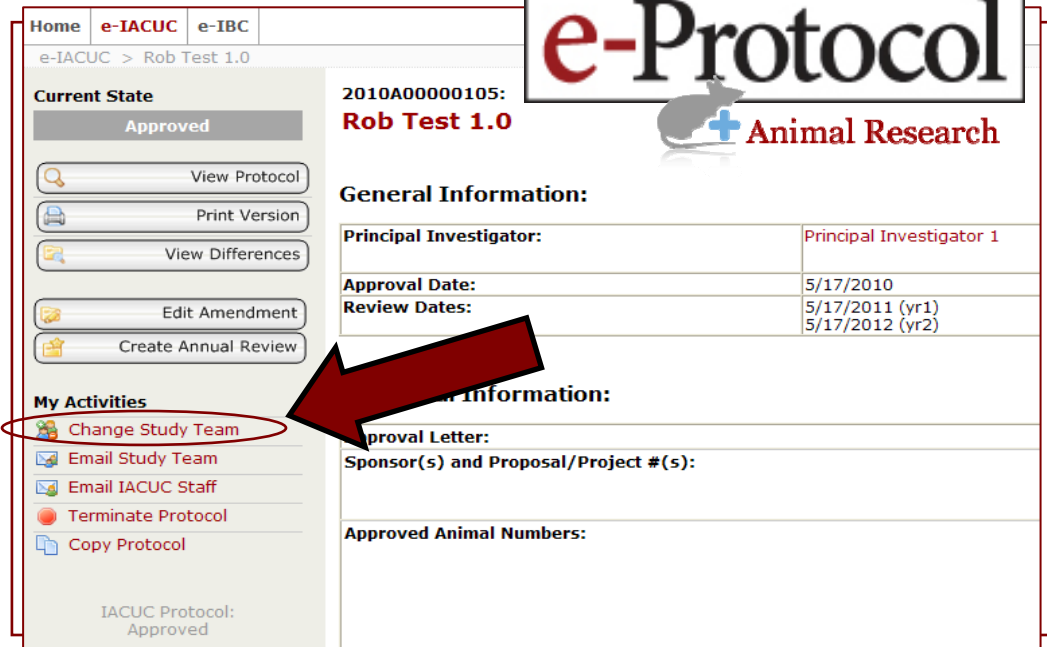
### Office of Environmental Health and Safety:

[http://www.ehs.ohio-  
state.edu/](http://www.ehs.ohio-state.edu/)

## Adding/Removing Study Team Members

The process to add personnel to an IACUC protocol has drastically changed since before the launch of e-Protocol. The new electronic process now depends greatly on the action of the Principal Investigator.

Once a Principal Investigator clicks the title of an active protocol, they will be taken to that protocol's "workspace." In the protocol workspace, only the Principal Investigator will have an activity labeled "Change Study Team." By executing this activity, the Principal Investigator can add and/or remove study team members from the protocol.



Home e-IACUC e-IBC

e-IACUC > Rob Test 1.0

**Current State**  
Approved

View Protocol  
Print Version  
View Differences  
Edit Amendment  
Create Annual Review

**My Activities**

- Change Study Team
- Email Study Team
- Email IACUC Staff
- Terminate Protocol
- Copy Protocol

IACUC Protocol: Approved

**e-Protocol**  
Animal Research

2010A00000105:  
**Rob Test 1.0**

**General Information:**

Principal Investigator:	Principal Investigator 1
Approval Date:	5/17/2010
Review Dates:	5/17/2011 (yr1) 5/17/2012 (yr2)

**Approval Information:**

Approval Letter:  
Sponsor(s) and Proposal/Project #(s):  
Approved Animal Numbers:

## The Use of Transgenic Animals – Change in Review

Since 2008, the IACUC and IBC have been working together to ensure that Federal Guidelines concerning the use of transgenic animals are being followed. Now that both IACUC and IBC are reviewing submissions in the e-Protocol system, there has been a change in this review.

Before e-Protocol, *any* investigator that was using transgenic animals in an IACUC study would also need to complete an IBC form. Now, utilizing e-Protocol, the IBC can determine if the transgenic animals listed on an IACUC protocol are exempt from IBC review before an investigator completes the IBC form. This change is expected to drastically reduce the number of investigators that need to complete an IBC form to include transgenic animals in research activities. Each IACUC protocol will be reviewed on a case-by-case basis in regards to use of transgenic animals and other potential biohazards.

The following are general guidelines used in the review of transgenic animals:

### *Not Exempt*

Investigators that are using non-rodent species or are creating transgenic animals (which includes breeding two different transgenic with the intent of creating a new one) will *not* be exempt from IBC review.

### *Exempt*

Investigators that are using rodent species and are getting these animals from breeding (unless breeding with intent of creating new transgenic), purchasing, or transferring from another protocol/investigator will be exempt from IBC review.

**Note:** If other biohazards or recombinant DNA procedures are used in the animal protocol, the investigator will still need to submit a protocol to the IBC.

For more information, feel free to contact Anthony Yonkura at 292-4494 or [yonkura.1@osu.edu](mailto:yonkura.1@osu.edu).

## New Online IBC rDNA Training Requirement

The Ohio State University receives funding from the National Institutes of Health. As such, OSU is required to ensure that the research community working with recombinant DNA receive training regarding the NIH Guidelines for Research Involving Recombinant DNA Molecules. Consequently, the University is requiring all Principal Investigators working with rDNA to complete a **web-based training course that covers the NIH Guideline Basics**. This requirement is required beginning November 1, 2010 and will be checked at time of IBC submissions.



## e-Protocol Enhancements

The Office of Research is developing a way for animal orders and census tracking to be done online in the e-Protocol system. Look for these new features in 2011.

## IACUC Policies Updated During the Past Year

All of the policies developed by the OSU Institutional Animal Care and Use Committee to assist investigators and staff with their research are available on the Policies Page on the ORRP Website. These policies are reviewed and updated on a regular basis to ensure that still meet regulatory requirements.



### Updates During the Past Year:

- ***Use of Agricultural Species*** - clarifies the oversight responsibility of the IACUC for agricultural animals used in food and fiber research.
- ***Changes to Approved Protocols (Amendments)*** - clarifies what is meant by a significant change and describes process for approving minor amendments, which decreases the time required for approval of some changes to a protocol.
- ***Review of Protocols with Privately Owned Animals*** - describes the review process and the principle to determine whether a protocol is exempt from IACUC review
- ***Investigating Concerns*** - provides more detail on the process the IACUC will take to investigate animal concerns
- ***Tumor Production*** - provides instructions on proper methods of handling therapeutic agents, including controlled substances.

### New Policies:

- ***Pain and Distress in Laboratory Animals*** - brings together in one place policy and guidelines to help minimize or prevent animals from experiencing pain or distress.
- ***Use and Storage of Tribromoethanol (Avertin)*** - describes concerns with the use of tribromoethanol as an anesthetic and the need to provide scientific justification for its use.
- ***Policies of Colleges, Offices and Other Entities*** - provides clarification that policies of other university entities limiting animal use locations are not overruled by IACUC approval of a use location.

A full listing of IACUC policies is available at <http://orrrp.osu.edu/iacuc/osupolicies/>.

## Who is the IACUC?

The Institutional Animal Care and Use Committee is made up of faculty members representing Colleges that are involved with animals in research, non-affiliated members and representatives of administrative units involved with animal care. The IACUC is currently made up of 15 regular members and 15 alternates.

- Faculty Representatives from Pharmacy, Biological Sciences, Dentistry, Medicine (2), Behavioral Sciences, Veterinary Medicine, Nursing, Animal Science, OARDC – Wooster
- Non-affiliated and non-scientist members (2)
- Environmental Health and Safety
- Institutional attending veterinarian and a lab animal veterinarian

The IACUC is administratively supported by staff in the **Office of Responsible Research Practices** (Judy Neidig – Director). You can contact the IACUC office staff with any questions (Helen O'Meara - Associate Director-IACUC/IBC, and Rob Gaebel and Anthony Yonkura - IACUC Administrators).