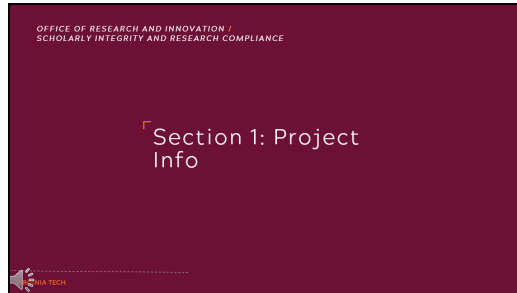
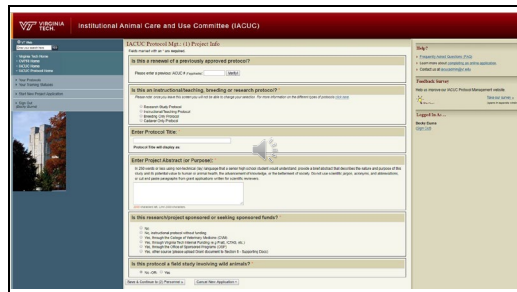


Slide 1



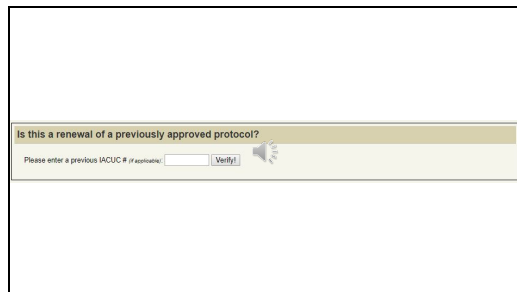
Section 1: Project Info

Slide 2



Section 1 of the protocol application focuses on basic project information.

Slide 3



If this submission is a renewal of a previously approved protocol, you can associate the two by providing the previous IACUC number and clicking Verify. If this is a new project, this field can be left blank.

Slide 4

Is this an instructional/teaching, breeding or research protocol? *

Please note: once you leave this screen you will not be able to change your selection. For more information on the different types of protocols [click here](#).

Research Study Protocol
 Instructional/Teaching Protocol
 Breeding Only Protocol
 Cadaver Only Protocol
 Clinical Research Protocol

To learn more about the types of protocols, you can click on the link outlined in red.

Slide 5

Is this an instructional/teaching, breeding or research protocol? *

Please note: once you leave this screen you will not be able to change your selection. For more information on the different types of protocols [click here](#).

Research Study Protocol
 Instructional/Teaching Protocol
 Breeding Only Protocol
 Cadaver Only Protocol
 Clinical Research Protocol

There are currently five types of protocols: Research, Teaching, Breeding, Cadaver, and Clinical Research. Additional protocol types may be forthcoming in the future. Please note, once you select a protocol type and move to the next section of the application, you will not be able to change your selection for the type of protocol. If later in the application process you realize you have selected the wrong protocol type, you will have to cancel the application and restart the application process.

Slide 6

About Application Types

- Breeding:** Breeding protocols are to be used for breeding of animals that will then be transferred to other approved IACUC protocols. No teaching, training or research is to be done on this protocol. If you need a protocol that has both breeding and research then a research protocol should be utilized on the application type.
- Teaching:** Teaching protocols are for any course or lab that utilizes animals for teaching or training purposes. No research is done on these protocols. Breeding may be done if that is part of the curriculum.
- Research:** Research protocols are to be used for any experimental research that may involve testing of new products or substances, testing of a hypothesis, welfare studies, behavioral studies, etc. Breeding can be included in the protocol however, the animal produced should be utilized on the protocol. If breeding will be performed for multiple purposes please submit a teaching/training protocol. Teaching can also be included as one of the "components" in this protocol. Personnel need to be trained on procedures before the research begins.
- Cadaver Only:** Cadaver Only protocols are to be used for Animal Welfare Aid (AWA) required cadaver cadavers (cows or pigs). No live animal use can be performed on this protocol. If you will treat the live animal before euthanasia or the animal is euthanized specifically for your use, please submit one of the following protocols: Teaching, Breeding or Research dependent on how the cadaver is used. For more information review our FAQs.
- Clinical Research:** Clinical Research Protocols are research projects that ONLY utilize client-owned animals. They are similar to Research protocols in that they are to be used for any experimental research that may involve testing of new products or substances or testing of a hypothesis. However, NO Virginia Tech owned animals can be a part of these studies. If Virginia Tech owned animals will be used, that work must be instead done on a Research Protocol.

Close (x)

A pop-up will appear, providing you with a detailed introduction to the types of protocols. As a reminder, protocols must receive approval before the work begins, and cannot be approved after the fact. Breeding protocols are used for breeding animals that will then be transferred to other approved IACUC protocols. No teaching, training, or research is performed on this protocol. Teaching protocols, also known as Instructional protocols, are for any course or lab that utilizes animals.

No research is performed on these protocols. Research protocols are used for experimental and pilot studies, and training can be included in these protocols.

Breeding can also be included in these protocols; however, it is discouraged. If breeding occurs on a research protocol, the animals produced must only be utilized on this protocol. If breeding will produce animals that may be transferred to multiple protocols, please describe this in a breeding protocol instead. Cadaver Only protocols can be used when only cadavers, either whole or part, are used. No live animal work can be performed on these protocols. If you will treat the live animal prior to euthanasia, or if the animal is euthanized specifically for your use, please submit either an instructional or research protocol, depending on how the cadaver will be used. Cadaver Only protocols are not an IACUC requirement; however, PHS funds and journals may require an IACUC approval. Clinical Research protocols are used for research projects that ONLY utilize client-owned animals. NO Virginia Tech owned animals can be a part of these studies. If you are unsure about which application type would be correct for your work, please contact the ACUP office by phone or email iacuc@vt.edu.

Slide 7

The screenshot shows a form with two main sections. The first section is titled "Enter Protocol Title:" and contains a text input field. Below the input field, it says "Protocol Title will display as:". The second section is titled "Enter Project Abstract (or Purpose):" and contains a larger text area. Below the text area, there is a small red text label that reads "2500 characters left, Limit 2500 characters".

Once the type of protocol is determined, please enter a protocol title and project abstract. Remember, abstracts should be less than 250 words and written in lay language so that a high school student would understand. When drafting the abstract, write broadly enough to add additional experiments for the 3-year lifetime of the protocol. Only amendments with the same goal or aim as the original abstract will be allowed on the protocol. Any new aims or goals will require a new protocol submission. Please do not cut and paste paragraphs from grant applications written for scientific reviewers as usually they are not written in lay language.

Slide 8

The screenshot shows a form with a question: "Is this research/project sponsored or seeking sponsored funds?". Below the question are five radio button options: "No", "No, Instructional protocol without funding", "Yes, through the College of Veterinary Medicine (CVM)", "Yes, through Virginia Tech Internal Funding (e.g. FRAC, CTA6, etc.)", "Yes, through the Office of Sponsored Programs (OSP)", and "Yes, other source (please upload Grant document to Section 9 - Supporting Docs)".

The next question focuses on funding for the protocol. You may select from a list of pre-filled answers. As an example, I will highlight one of these options in the following slides.

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Is this research/project sponsored or seeking sponsored funds? *

- No
- No, Instructional protocol without funding
- Yes, through the College of Veterinary Medicine (CVM)
- Yes, through Virginia Tech Internal Funding (e.g. Grant, CTAS, etc.)
- Yes, through the Office of Sponsored Programs (OSP)
- Yes, other source (please upload Grant document to Section 9 - Supporting Docs)

OSP Number?
Provide the primary VT Office of Sponsored Programs (OSP) proposal, grant or fund number related to this project.*
Examples: Grant # 41025; Fund # 44226; Proposal # PHAC197; 08-1348-02

Enter proposal, grant or fund number: [Verify Number](#)

OR:

OSP number pending

NEED HELP?
If your project has already been awarded and you are unsure of the OSP number, OSP provides an [online awards database](#) that you can search details by name, department, sponsor, etc. Be aware that proposals that have yet to be awarded are NOT included. You may need to contact your OSP Pre-Award administrator for help regarding a proposal number.

If the protocol is associated with a grant or proposal number through the Office of Sponsored Programs, you will be prompted to provide the number related to a project. This will facilitate any required congruency reviews, which will be included in your approval letter. If the OSP number is unknown at the time of submission, you can mark it as “pending”. If there is a due date for protocol approval that impacts funding, please contact the ACUP office to inform office staff of this timeline. The IACUC Administrator can contact the funding agency to facilitate extensions, if needed, to ensure funding is not lost.

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OSP Number?
Provide the primary VT Office of Sponsored Programs (OSP) proposal, grant or fund number related to this project.*
Examples: Grant # 41025; Fund # 44226; Proposal # PHAC197; 08-1348-02

Enter proposal, grant or fund number: [Verify Number](#)

The following OSP Grant was found for: (Proposal #)

OSP #	Project Title	Sponsor	PI	OSP Admin.	Federally Funded?

OR:

OSP number pending

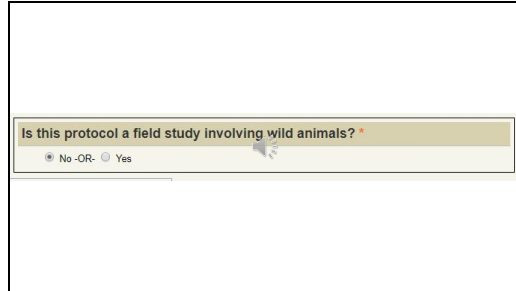
NEED HELP?
If your project has already been awarded and you are unsure of the OSP number, OSP provides an [online awards database](#) that you can search details by name, department, sponsor, etc. Be aware that proposals that have yet to be awarded are NOT included. You may need to contact your OSP Pre-Award administrator for help regarding a proposal number.

Additional OSP Numbers?
If you have more than one project covered by this IACUC protocol please enter any additional OSP numbers that apply to this protocol.

[Add](#) [Remove](#) [Additional OSP #'s](#)

You may enter multiple OSP numbers. Once the first has been verified, the system will prompt you to add or edit OSP numbers by clicking the link outlined in red.

Slide 11

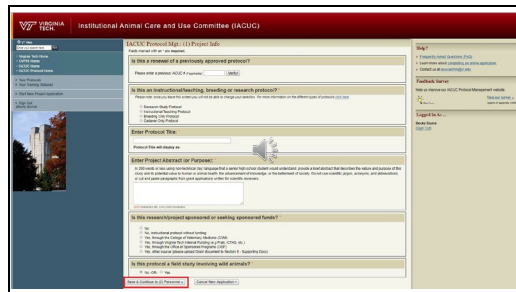


Is this protocol a field study involving wild animals? *

No -OR- Yes

The final question of this section focuses on whether or not the study involves wild animals. Answer yes if wild animals are utilized on this protocol. The response will determine how you will complete Section 5 of the online application, which we will discuss in more detail later in this video.

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INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

ACUC Protocol Management (IACUC)

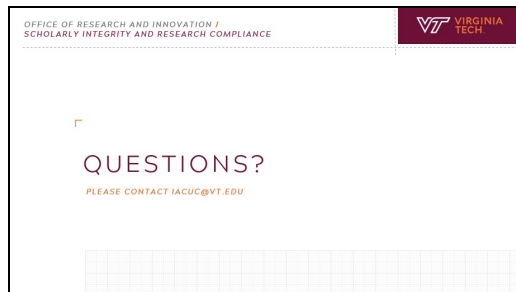
Is this protocol a field study involving wild animals? *

No -OR- Yes

Save and Continue

When you have completed this section, you can proceed to the next section by clicking the button outlined in red.

Slide 13



This concludes this portion of the video tutorial. If you have additional questions or suggestions to improve this tutorial, please feel free to call 540-231-0931 or email iacuc@vt.edu. The ACUP staff is happy to assist you as you complete the protocol submission process. Thank you for watching.