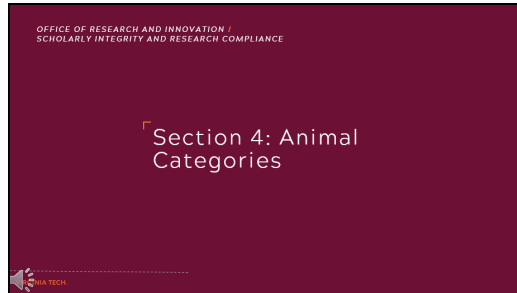
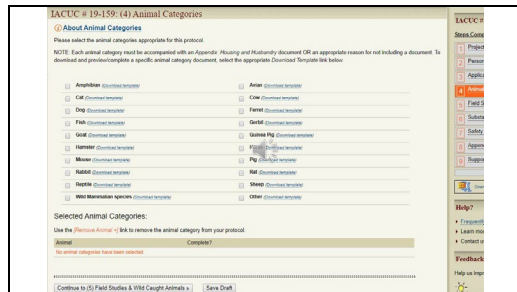


Slide 1



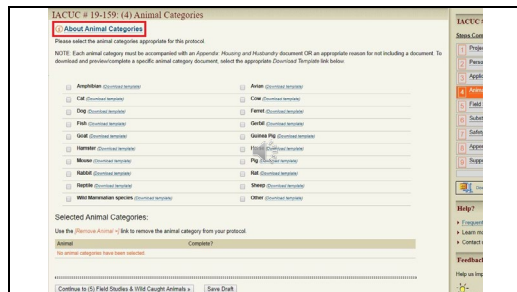
Section 4: Animal Categories

Slide 2



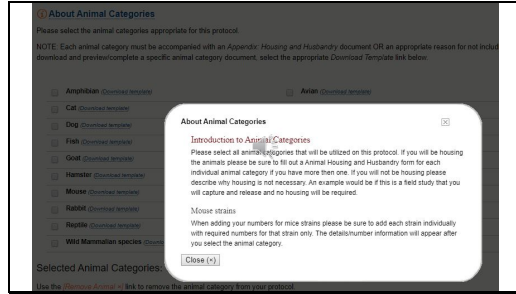
Section 4 of the online application focuses on the type of animals requested for use on the protocol.

Slide 3



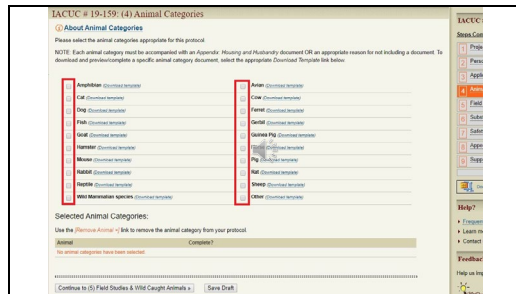
At the top of the screen, you will find the link containing additional information regarding the section.

Slide 4



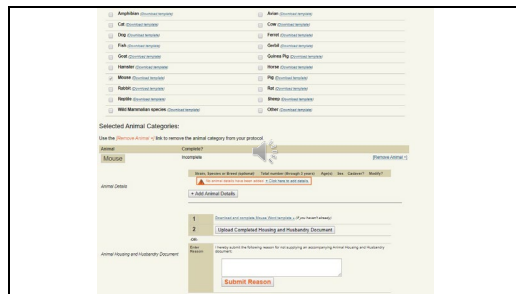
The pop-up provides information that we will discuss as we complete this section.

Slide 5



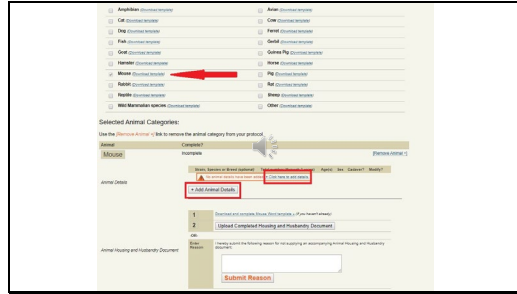
First, please check the box that corresponds with each type of animal you will use on the protocol. Multiple selections can be made. New species cannot be added via amendment after a protocol is approved, so be sure to include all species of animals for the lifetime of the protocol and describe their use in this initial protocol submission.

Slide 6



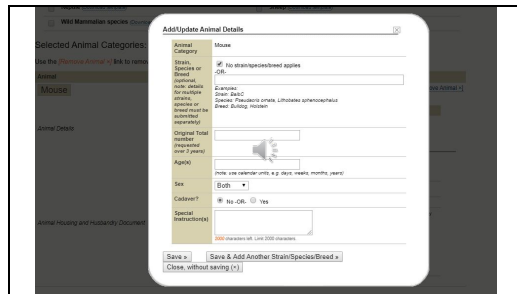
By checking a box, it will generate a Selected Animal Category at the bottom of the screen.

Slide 7



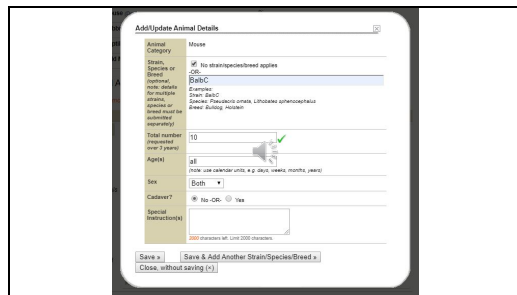
For example, I have checked the box for Mouse. Next I will provide the animal details for the mice via one of the links outlined in red.

Slide 8



A pop-up will appear. It asks you to provide the strain, species, or breed of the animal, total number of this type requested, information on age and sex of animals to be used, if the animals are cadavers, and there is a text field to provide any special information. Next we will walk through three examples of how animal details can be entered. While I am using mice for these examples, the same principles can apply for any animal category.

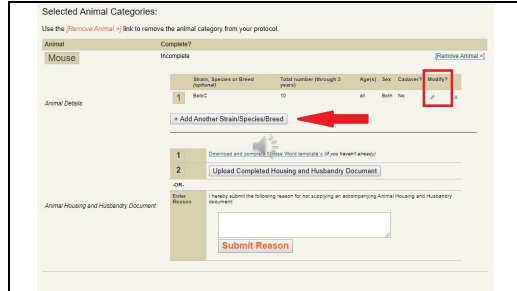
Slide 9



First, let's add animal details for a proposed study. I have listed the specific strain and requested number I would like to use over the 3-year lifespan of this protocol. For my study, age and sex do not matter, so I have selected "all" for the age, and "both" for the sex. I will not be using cadavers, and there were no special instructions, so I have left the text field blank. Examples of special instructions would be if an animal requires special food or housing, or has a phenotype that the facility should know about to assist in their care.

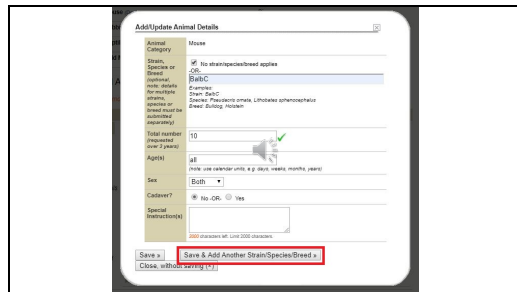


Slide 11



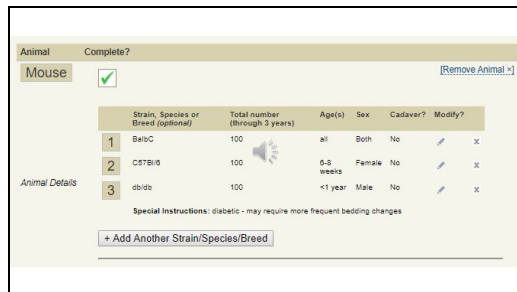
Now as you can see, the animal details have populated. If I want to add another strain, I can click the button to let me do so. But I have decided I want to modify the strain, so I will instead click the pencil next to the strain information.

Slide 12



After editing the details, I click the “Save & Add Another” button because I have decided I want to use additional strains on this study. This will bring up a new “Animal Details” box for me to complete for each of my additional strains.

Slide 13



So now I have edited my first strain, and added a few others. I would like to bring a couple items to your attention. First, let’s discuss the Ages column. As I stated earlier, age does not matter to me for the first strain. Or, maybe I will be breeding mice of this strain. So I have stated “all” to cover the entire lifespan of this strain. For my second strain, I am only going to use a specific age range of female mouse. So I have selected “female” from the dropdown for sex, and have stated my specific range of age. For my third strain, I will be using male mice and my study timepoints do

not want the mice going past one year of age; however, I do not care how young the mice are. So for this strain, I have given myself some flexibility by only providing the upper limit. Also, I believe the mice of this strain may require more frequent cage changes, so I have added this note in the “Special Instructions” text field.

Slide 14

**Add/Update Animal Details**

Animal Category: Mouse

Strain, Species or Breed (optional, note: details for multiple strains, species or breed must be submitted separately):

No strain/species/breed applies -OR-

Examples:  
Strain: BalbC  
Species: Pseudoris ornata, Lithobates sphenoccephalus  
Breed: BullDog, Holstein

Now let’s say I’m doing a different study, with more than 10 strains of mice involved. Rather than listing each strain out individually in this section, I have chosen to instead check the “No strain/species/breed applies” box.

Slide 15

Animal: Complete?  [Remove Animal]

Mouse

Strain, Species or Breed (optional)	Total number (through 3 years)	Age(s)	Sex	Cadaver?	Modify?
1 None entered	10000	all	Both	No	<input type="checkbox"/> <input type="checkbox"/>

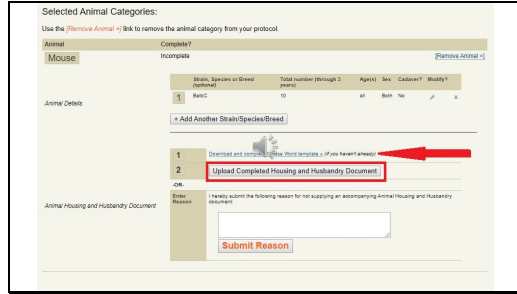
Animal Details

Special Instructions: see Excel file in Section 9: Supporting Documents additional information regarding strains and requested numbers

+ Add Another Strain/Species/Breed

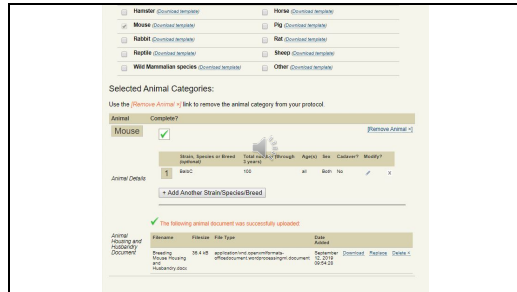
The animal category now shows that I will simply be using “mice”. However, I have stated under the Special Instructions that I have uploaded a supplemental document to Section 9 of the online application. This excel file will provide the specific information regarding strains, requested numbers, ages, sex, and special instructions.

Slide 16



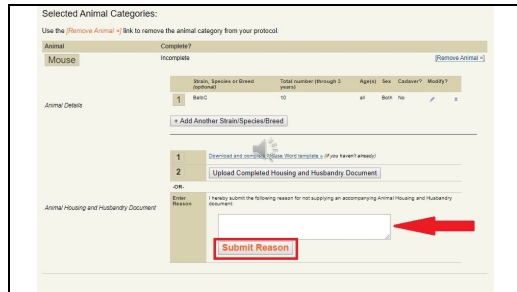
The second portion of the animal category concerns Housing and Husbandry. For animals who will be housed overnight on a protocol, a Housing and Husbandry document is necessary. Always download the most current version of the template available on the online system and once completed, click on the button outlined in red to upload.

Slide 17



Now under animal categories, you can see the uploaded document. There are links to download the current version of the file, replace it with a revised version, and delete the file entirely from the system. As with the protocol application document, previous versions of the file will be available for you to view; however, they will not be part of the IACUC's review.

Slide 18



There may be instances in which a Housing and Husbandry document is not required. Examples may include wild animals that will not be held overnight, client-owned dogs who are housed at the Veterinary Teaching Hospital for reasons not related to the clinical trial study, cattle who are used for a two-hour teaching lab and then returned to the herd, etc. If a Housing and Husbandry document is not required, you can provide a reason in the text field and then click the button outlined in red.

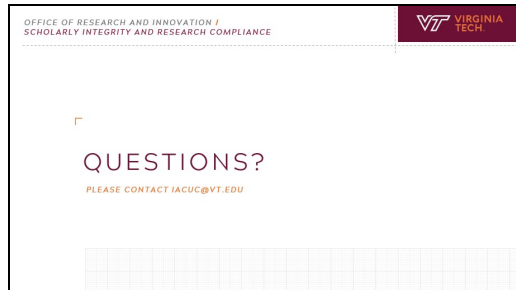
Slide 19

The animal category will then remove the option of uploading a Housing and Husbandry document, and the reason you provided will display.

Slide 20

When this section is completed and a green check is shown under the section on the right side, you can proceed to the next section by clicking the button outlined in red.

Slide 21



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](mailto:iacuc@vt.edu). The ACUP staff is happy to assist you as you complete the protocol submission process. Thank you for watching.