



Drexel University  
DragonSPOT Lab  
Animals (IACUC)  
Module User Manual

**Office of Research and Innovation**  
Spring 2021

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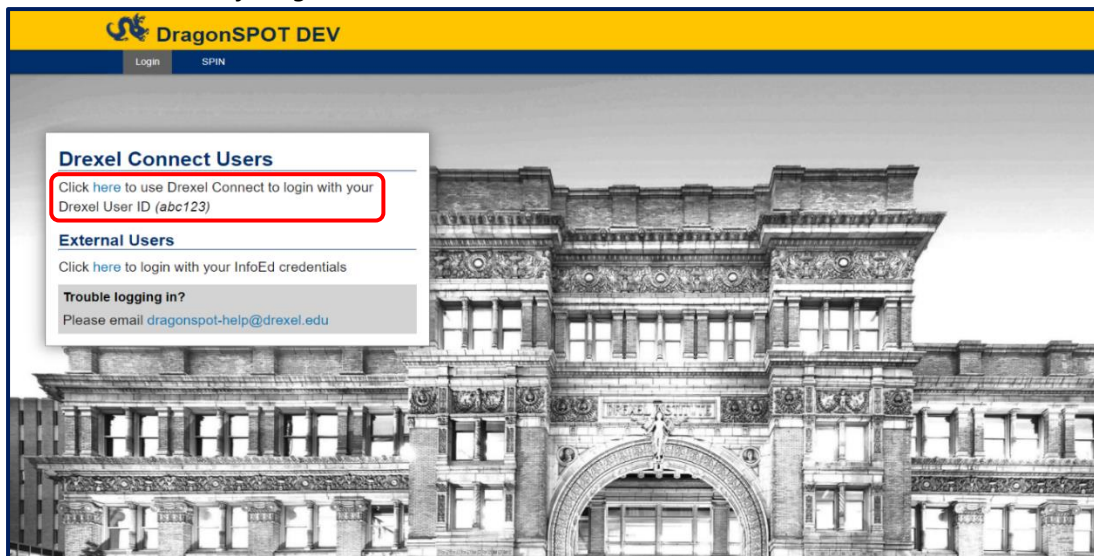
## Introduction

The DragonSPOT IACUC Module is a streamlined way to create, submit, and revise your protocol for Drexel's IACUC approval. Once you have submitted your protocol by following the guidance below, it will pass through the review stage at which point you can make any requested changes and revise for further approval. The application is reviewed by a subset of the IACUC Committee, usually consisting of a primary and a secondary reviewer, statistician, outside member, and by the veterinarian. Once your protocol and corresponding revisions are pre-approved, it will be voted on for final approval at the monthly IACUC Meeting.

This guide is intended for researchers and PIs who are submitting an IACUC protocol. Training materials for other users and modules can be found at <https://drexel.edu/research/proposal/electronic-research-administration>. If any IACUC-specific questions arise throughout your protocol submission process, please reach out to [iacuc@drexel.edu](mailto:iacuc@drexel.edu). For technical questions, please contact [DragonSPOT-help@drexel.edu](mailto:DragonSPOT-help@drexel.edu).

## Accessing Drexel's DragonSPOT portal

- Log into Drexel's DragonSPOT at <https://dragonspot.drexel.edu/>. Click the link under **Drexel Connect Users**: "Click here to use Drexel Connect to login with your Drexel User ID (abc123)."
  - ✓ *Note: You can access DragonSPOT on any of these browsers – Safari, Firefox, Chrome, or Microsoft Edge.*



- You will then be taken to the Drexel Connect page where you can log in with your Drexel user ID (abc123) and password.

## Navigating the DragonSPOT Homepage

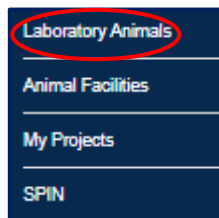
- Once you are logged in, you will see your personalized DragonSPOT homepage.
  - ✓ *Note: Your homepage is customizable and you can add widgets that are most helpful to you. To configure your homepage, press the **Portal Configurations** button in the top right corner.*



Once you configure your homepage, your settings will be saved for the future. Please see the [Portal Configuration Quick Guide](#) for more information on portal features and customizing your homepage.

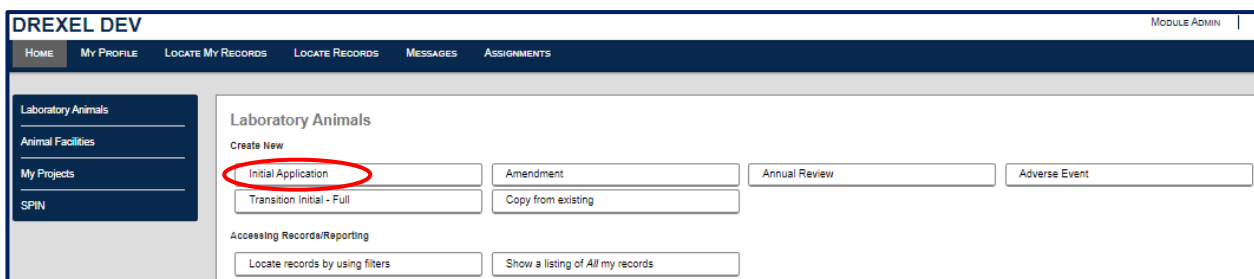
## Creating and Submitting your IACUC Protocol

- In the left sidebar of your home screen you will see the different DragonSPOT modules available. To begin your IACUC protocol, please click on the **Laboratory Animals** button.
  - ✓ *Note: For guides on using the other modules, please visit the training website at <https://drexel.edu/research/proposal/electronic-research-administration>.*



## Creating an Initial Application

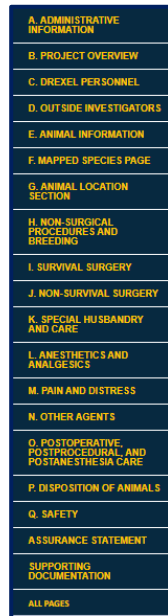
- You will now see the menu for the **Laboratory Animals** module. For future reference, this is where you can also create an Amendment, an Annual Review, an Adverse Event, or Copy from an existing protocol.
- Click on **Initial Application** under the **Create New** header.



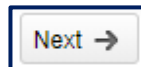
- A new window will open and you can begin your protocol.

## Navigating the eForm

- When the eForm window opens, please take notice of the left-hand sidebar, which indicates the different sections of the protocol. Clicking on the tabs will jump you to the different pieces of the submission form or you can remain on the main page to navigate through one long form that is not broken out into separately paged sections. You can also view the entire form by clicking on the **All Pages** tab at the very bottom of the sidebar.
  - ✓ *Note: The asterisk symbol will appear next to mandatory questions on the form.*



- ✓ *Note: If you choose to use the sidebar to access each section individually, clicking the **Next** button at the bottom of each page will take you to the next section and save your data as you go.*



## Saving While You Work

- Please make note of the top bar menu, where you will be able to **Save** your protocol, in addition to the other options, such as **Finalize Form**, **Validate**, and **Submit**. The **Menu** button will allow you to print and view history as well. More details on the functionality of these headers can be found below in the [Finalization, Validation, and Submission](#) section of this manual.
  - ✓ *Note: Pressing the **Validate** button will tell you if you missed any mandatory fields throughout the protocol. More information can be found on the [Finalization, Validation, and Submission](#) section of this manual.*
- **⚠ Important!**: Be sure to **Save** as you go. Once you've entered data in a field, an autosave function will occur once you attempt to enter data in the subsequent field. It will not save until you attempt to answer the next question. As a best practice, please manually click the save button throughout completing your record. You will find reminders throughout this manual.



## Administrative Information Section

- The form begins with the **Administrative Information** section. Please fill out the title of your study in box #1.
  - *\*Be aware that this section is mandatory.*
- **📌 Important!**: Please make note of your Protocol Number. This will help you search for your record in the event you need to exit and return to it later.

**1. ADMINISTRATIVE INFORMATION**


**Application to Use Animals in Research and Teaching**  
Assurance # A3222-01 USDA Registration # 23R-0180  
Please see application instructions for more information on completing this form.

<b>Protocol Number</b> LA-21-135	<b>Submission Number</b> LA-21-135-01	<b>Submission Type:</b> Initial Application
-------------------------------------	--	--

**\* 1. Title of Your IACUC Study**  
User Training Protocol Guide

- Beneath the title, you will have to enter the **Financial Sponsor** of the Study.
- Please click the **pencil icon** to search for your Sponsor.

**\* Please select the Financial Sponsor of the Study:**  
*If you are unable to locate your sponsor, please search for 'Other', select and type in the text field your Sponsor*



**\* Is the funding from an external sponsor?**  
 Yes  No

- A new window will pop up and you will be able to search for your Sponsor's name. As you start typing, suggestions will appear. When your Sponsor's name appears, please click on it. If your Sponsor is not listed, type **Other**. Once you click on the Sponsor name, click the **Select** button to add this sponsor to your form.
  - **✓ Note:** The **Close** button will close the box without saving your selection so be sure to click the **Select** button.

**Sponsors** **Select** **Close**


---

Defa

**Default Sponsor**

- Follow the same steps for using the **pencil icon** as Question 3 to add your **Principal Investigator**. By default, you will be the Principal Investigator listed on the record. To change this, click on the **pencil icon** to the right of your name.

**\* 3. Principal Investigator** (must be faculty, postdoctoral fellow, medical/dental resident or visiting scientist)

Investigator, Paul 

**Degree**

**Title** Investigator

**Address 1** 3141 Chestnut Street

**Email** chr43@drexel.edu

**Phone** 555-555-5555

**Department** DU & ANS

- A new window will pop up and you will be able to search for the PI's name. As you start typing, suggestions will appear. When the PI's name appears, please click on it. Once you click on the PI's name, click the **Select** button to add this PI to your form.
  - **✓ Note:** The **Close** button will close the box without saving your selection so be sure to click the **Select** button...



**Personnel Listing**

**Select** **Close**

- Gold, Anthony Philip - D-3279-Applied Innovation
- Gold, Marla - D-6101-Medicine - HIV
- Goldberg, David M - D-3657-Physics
- Goldberg, Elissa J - D-5727-Community Experience
- Goldberg, Robert C - D-3279-Applied Innovation
- Goldberg, Sheldon - D-6076-Medicine Admin Control
- Golden, Kathleen - D-5826-Anatomy Control
- Goldenthal, Michael J - D-6301-Pediatrics Control
- Golding, Nadine J - D-3801-Research Administration
- Goldman, Haviva M - D-5826-Anatomy Control
- Goldsmith, Donald P - D-6301-Pediatrics Control
- Goldstein, Naomi E - D-3684-Psychology
- Goldstein, Neal - D-6906-SPH-Epidemiology & Biostatistics

- To complete this section, please select the Review Status of the Protocol from the drop down:

**\* 6. Review Status of Protocol**

- 4 Completely new protocol
- Re-submission due to three completed years of the study
- Amendment

- **✓ Remember:** Be sure to save as you go!



## Project Overview section

- Continue to fill out the form sections in the boxes indicated below.
  - *★ Be aware that pieces of this section are mandatory.*


**B. PROJECT OVERVIEW**

**1. Non Scientific Summary:**  
Please provide a brief, non-technical description of the research or teaching project, outlining the goals and significance of this study. This description should be understandable by non-scientists. Do not include technical details. Do not cut and paste text from your grant. This should be no more than 5-8 lines.

\* **1.1 Goals**  
Please list project goals here.

\* **1.2 Significance**  
Please list project significance here.


\* **1.3 Provide a simple chronological outline or what will happen to the animals in this study. Do not give details; use a flow chart if necessary (e.g. animals arrive, so many days later surgery takes place, so many days after surgery they are euthanized)**  
Please provide a simple chronological outline here.

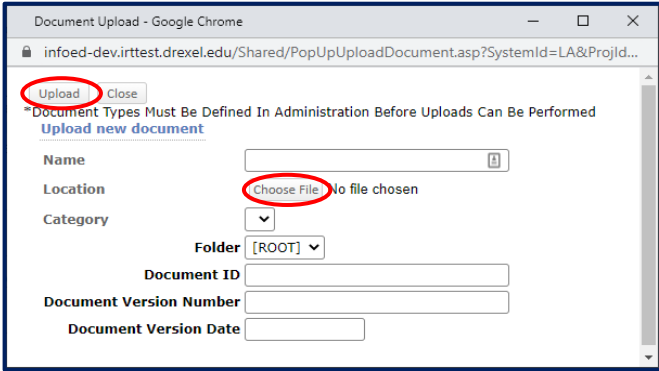
**1.3.1 Upload Any Additional Documentation:**  


**2. Animal model:**  
According to federal regulation (9CFR 2.31(e)(2)), a proposal to conduct research or teaching utilizing animals "must contain... a rationale for involving animals." The regulations of the Animal Welfare Act (9 CFR 2.31(3) (2)) and University policy requires that animals selected for a procedure should be of an appropriate species. The minimum number required to obtain valid results should be used.

\* **2.1 Why is it necessary to use laboratory animals rather than in vitro methods, human studies, computer models or other methods?**  
Please explain why it is necessary to use laboratory animals here.

\* **2.2 Why is the animal species you have chosen most appropriate for your study?**  
Please explain why the species you have chosen is most appropriate for your study.

- *✓ Note:* The  icon indicates a field where you can upload supporting files.
- Clicking this button will open a new window. Use the **Choose File** button to add a specific file from your computer. When you are done, please click on the **Upload** button.



- *✓ Remember: Be sure to save as you go!*

## Drexel Personnel Section

- The next section is the **Personnel** section. You can add additional internal personnel in this section by using the **Add New** button. This **Add New** button follows the same instructions as the PI search section explained above. Use the **Add New** button to search for additional personnel, which will be added underneath you're the PI information. You can remove personnel by clicking the **Delete Personnel** button. You may add multiple personnel here.
  - Please remember to make sure the person selected as the **Principal Investigator** on the **Drexel Personnel** page matches with the **Principal Investigator** identified on the **Administrative Information** page.
  - *★ Be aware that pieces of this section are mandatory.*

C. DREXEL PERSONNEL

Personnel - Review

**Add New** Delete Personnel - Review

[Click here for Personal Training Information](#)

Name  
Investigator, Paul

Primary Investigator  Start Date: 07-Apr-2021 End Date: Role:

Certifications

Certification	Begin	End
-	-	-

\* Date of Occupational Health Certificate:

Please upload Occupational Health Certificate:

\* Date of Species Specific Training:

Please upload species specific training:

\* Date of CITI Base Module:

\* Date of CITI Aseptic Training:

\* Date of CITI Species Module:

\* Date of CITI Reducing Pain and Distress Module:

\* Responsibilities:

\* Experience Pertinent to the Proposed Study:

Cell phone number:

Will be trained in your research techniques using:

- Euthanized Animals
- Live Animal
- Model Animal

- *✓ Remember: Be sure to save as you go!*

## Outside Investigator Section

- The Outside Investigators section allows you to add information for personnel external to Drexel. You may add multiple personnel here by clicking the **Add New** button or press the **trash can** icon to remove personnel. Use the **upload icons** to attach files.
  - *\*Be aware that pieces of this section are mandatory.*


D. OUTSIDE INVESTIGATORS

Personnel

[Add New](#)

* Name	<input type="text"/>
* Email	<input type="text"/>
Cell Phone Number	<input type="text"/>
* Responsibilities	<input type="text"/>
* Experience Pertinent to the Protocol	<input type="text"/>
Trained in your research techniques using:	<input type="checkbox"/> Euthanized Animals <input type="checkbox"/> Live Animals <input type="checkbox"/> Model Animal
* Date of Occupational Health Certificate:	<input type="text"/>
Please upload Occupational Health Certificate:	<input type="file"/>
Date of Species Specific Training	<input type="text"/>
Upload Species Specific Training Certificate	<input type="file"/>
Date of CITI Base Module	<input type="text"/>
* Date of CITI Aseptic Training	<input type="text"/>
* Date of CITI Species Module	<input type="text"/>
* Date of CITI Reducing Pain & Distress in Laboratory Mice & Rats	<input type="text"/>

[Add New](#)



- *✓ Remember: Be sure to save as you go!*

## Animal Information Section

- In the Animal Information section, begin to fill out the form and upload any additional documentation, if necessary.
  - **\*Be aware that this section is mandatory.**
- The second part of the Animal Information section prompts you to add your species. click the **pencil icon** to add your species select the **Species Name**. Please click the **pencil icon** to search for your species.

**E. ANIMAL INFORMATION**

\* 1. Justification of Animal Numbers: [Click here for Animal Numbers Policy](#)

Please provide a justification for the number of animals you plan to request for this project. Show the experimental groups to be used in your study and the number of animals in each group. In your justification, use power analyses, previous publications of similar work, or other means. You may upload supporting documents as needed.

**Important to know:** You must justify all animals in the study, including those used for breeding and those unused. Please be sure that the numbers of animals requested in the question below are all justified, given a pain category classification in the Pain and Distress section, and are accounted for in the Disposition of Animals Section.

Please justify why you need the number of animals listed above here.

Upload Any Additional Documentation:

\* 2. Number of Animals Requested:  
Please list below the total number of each species to be used in your study for a three year period.

[Add New](#)

* Species	<input type="text"/>
* Number needed for experiments	<input type="text"/>
* Number produced/purchased/transferred but not needed for experiments	<input type="text"/>
* Total Animals	<input type="text" value="0"/>
* Please briefly summarize why animals are being produced/purchased/transferred but are unable to be used for experiments	<input type="text"/>

[Add New](#)

- Upon clicking the **pencil icon** next to species, a pop-up window will appear where you can select your species from a list, or search for the species in the search box to find it more easily in the list.

Find Species:  [Locate](#)

Species

- Mouse (Mus musculus)
- Mouse (Other)

- Be sure to click on the radio button next to your species and then press the **Select** box to save your choice.

Species Close

Find Species:  [Locate](#) [Select](#)

Species

Page 1 of 2

- Amphibian (wildlife)
- Avian (wildlife)
- Cat
- Chinchilla
- Degu
- Dog
- Fish (laboratory species)
- Fish (Wildlife)
- Frog (Lithobates catesbeianus)
- Frog (Rana catesbaiana)
- Frog (Xenopus species)
- Frog Other
- Gerbil
- Guinea Pig
- Hamster
- Mouse (Mus musculus)

- ✓ *Note: Remember that you can click **Add New** again to add additional species or press the **trash can** icon to remove species.*
- ✓ *Remember: Be sure to save as you go!*

## Mapped Species Section

- You will need to enter the species type one more time, along with some additional details regarding the species, as this section ensures your species information connects to the Animal Facilities module in DragonSPOT and is also needed for reporting data. Click on the **Add New** button under the **Mapped Species** section of your protocol.



- The same species selection screen as the one above will appear – please select your species. After you click your species from the list and press the **Select** button, you will be prompted to enter additional information about the species. Please use the **Add New**, **Delete**, and **pencil icon** to make any changes needed.
- Underneath the **Groups** header, please manually enter the **SPECIES** (ex: Rat, Mouse).
  - Please make sure to enter type in the **species** to match exactly with the species from the picklist
    - Please **do not** enter the strain, subspecies, or experimental group
- In **Quantity**, please re-enter **the total number of animals from question 2 in the Animal Information Section**. Please complete the other corresponding fields. Use the **pencil icon** to search for appropriate responses.
  - ✓ *Note: You can click **Add New** or **Delete Groups** as needed in this section as well.*
- ✓ *Note: If you are using more than one sex for each species, please select “Both or Either”.* Please **do not** make a separate group entry for each sex.
- ✓ *Note: If you are using more than one location, please select “Drexel University”.* Please **do not** make a separate group entry for each location.

 A screenshot of the "F. MAPPED SPECIES PAGE" form. The "Species" dropdown is set to "Mouse (Mus musculus)". The "Add New" button is circled in red. A "Delete Species" button is also circled in red. Under the "Groups" section, the "Species" input field is circled in red. The "Quantity" input field is also circled in red. The "Sex" and "Location" fields have pencil icons next to them, which are also circled in red.

- ✓ *Remember: Be sure to save as you go!*

## Animal Location Section

- Continue filling out the checkboxes in the remaining sections. Note that responding **Yes** to some of the questions will result in expanding fields which require additional information. Please use the **Add New** button and **trash can** icon to manage edits.
- Remember that the **Add New** button will typically add a new section for you to fill out within the page or allow you to search for your answer in a list of responses. Additionally, the **pencil icon** will also allow you to search for possible choices.
- **★Be aware that this section is mandatory.**

### G. ANIMAL LOCATION SECTION

ANIMAL HOUSING

\* 1. Animal Housing Site (*ULAR Location*)

Queen Lane  
 Calhoun  
 Center City  
 Other

SATELLITE HOUSING

\* 2. Will any animals be kept for more than 12 hours outside of ULAR Facility?  
 Yes  No

SURGERY (SURVIVAL AND NON-SURVIVAL)

\* 3. Will you perform any surgical procedures (survival or non-survival)?  
 Yes  No

PROCEDURE SITES

\* 4. Procedure Sites- Please list all other areas where live animals will be used (including behavioral testing, and procedures such as imaging, ultrasound, and euthanasia)  
[Add New](#)

* Procedure Sites (Campus)	<input type="text"/>
* Procedure Site (room):	<input type="text"/>

[Add New](#)

TRANSPORTATION:

\* 5. Will you be transporting live animals between buildings for any reason?  
 Yes  No

[← Previous](#) [Next →](#)

- **✓ Remember: Be sure to save as you go!**

## Non-Surgical Procedures and Breeding Section

- Continue filling out the checkboxes in the remaining sections. Note that responding **Yes** to some of the questions will result in expanding fields which require additional information. Please use the **Add New** button and **trash can** icon to manage edits.
- Remember that the **Add New** button will typically add a new section for you to fill out within the page or allow you to search for your answer in a list of responses.
- **★ Be aware that this section is mandatory.**

**H. NON-SURGICAL PROCEDURES AND BREEDING**

\* 1. Will any animal undergo a nonsurgical procedure?  
 Yes  No

\* 2. Will a breeding colony be maintained?  
 Yes  No

\* 3. Will you be obtaining blood samples (other than during terminal procedures)?  
 Yes  No

- **✓ Remember: Be sure to save as you go!**

## Survival Surgery Section

- Continue filling out the checkboxes in the remaining sections. Note that responding **Yes** to some of the questions will result in expanding fields which require additional information. Please use the **Add New** button and **trash can** icon to manage edits.
- Remember that the **Add New** button will typically add a new section for you to fill out within the page or allow you to search for your answer in a list of responses.
- **★ Be aware that this section is mandatory**

**I. SURVIVAL SURGERY**

1. Survival Surgery

[For Rodent Surgical Policy, Click here.](#)  
[For Non-Rodent Surgical Policy, Click here.](#)  
[For a Record Template, please click here](#)

\* 1.1 Will survival surgery be conducted on any animals?  
 Yes  No

- **✓ Remember: Be sure to save as you go!**

## Non-Survival Surgery Section

- Continue filling out the checkboxes in the remaining sections. Note that responding **Yes** to some of the questions will result in expanding fields which require additional information. Please use the **Add New** button and **trash can** icon to manage edits.
- Remember that the **Add New** button will typically add a new section for you to fill out within the page or allow you to search for your answer in a list of responses.
- **★ Be aware that this section is mandatory**

**J. NON-SURVIVAL SURGERY**

**1. Non-survival Surgery:**

\* 1.1 Will any animals undergo nonsurvival surgery?  
 Yes  No

- **✓ Remember: Be sure to save as you go!**

## Special Husbandry and Care Section

- Continue filling out the checkboxes in the remaining sections. Note that responding **Yes** to some of the questions will result in expanding fields which require additional information. Please use the **Add New** button and **trash can** icon to manage edits.
- Remember that the **Add New** button will typically add a new section for you to fill out within the page or allow you to search for your answer in a list of responses.
- **★ Be aware that this section is mandatory**

**K. SPECIAL HUSBANDRY AND CARE**

**Genetic Alteration:**

\* 1. Are there any strains which have known genotypical effects that may cause animal welfare problems?  
 Yes  No

**Special Care for Animals:**

\* 2. Will your research or the genetic composition of the animal lead to a condition that requires special care, such as a barrier housing, special diet, food or water restriction, limitation of environmental enrichment, or single housing of social species?  
 Yes  No

**Second Use of Animals:**

\* 3. Have any of the animals to be used in your study been used for any other research or teaching protocol (other than breeding) within or outside of this university?  
 Yes  No

**Animal Restraint**

\* 4. Will any animal be kept awake and restrained for more than 60 minutes?  
 Yes  No

- **✓ Remember: Be sure to save as you go!**



## Anesthetics and Analgesics Section

- The section will now list your medications and you can enter additional information.

L. ANESTHETICS AND ANALGESICS

Complete the table below for any anesthetic, analgesic, tranquilizer or neuromuscular blocking drugs used  
[See the Policy for Expired Drugs](#)  
[See the Policy for Dosing Volume](#)  
[Drug Formulary of Anesthetic and Analgesic Agents for Laboratory Animals](#)

**Add New**

Species	<input type="text"/>
Experimental Group	<input type="text"/>
Drug Name (generic) - search for and select 'Other' if you are unable to locate your drug	<input type="text"/>
Use	<input type="text"/>
Induction Dose (mg/kg, %gas)	<input type="text"/>
Maintenance Dose (mg/kg, %gas)	<input type="text"/>
Route	<input type="text"/>
Frequency of Administration	<input type="text"/>
Volume	<input type="text"/>
Dilution factor/Diluent	<input type="text"/>

**Add New**

- Remember that the **Add New** button allow you to add a medication and the **trash can** icon will delete the medication. Additionally, the **pencil icon** will also allow you to search for possible choices.
- Click the **pencil icon** next to Drug Name for a pop-up window of Drugs to appear for you to choose from. Begin typing the drug and click on the correct one as it appears.
  - ✓ *Note: You can use the radio buttons above the search bar to filter by **All**, **Generic**, **Investigational**, or **Marketed Name**.*
- When you are done, click on your drug and press **Select** to save your choice.

**Drugs** Select Close

All  Generic  Investigational  Marketed Name

**Sodium** Pentobarbital (Nembutal)

- ✓ *Remember: Be sure to save as you go!*

## Pain & Distress Section

- Continue filling out the checkboxes in the remaining sections. Note that responding **Yes** to some of the questions will result in expanding fields which require additional information. Please use the **Add New** button and **trash can** icon to manage edits.
- Remember that the **Add New** button will typically add a new section for you to fill out within the page or allow you to search for your answer in a list of responses. Additionally, the **pencil icon** will also allow you to search for possible choices.
- **\*Be aware that pieces of this section are mandatory.**

**M. PAIN AND DISTRESS**

**1. Pain Monitoring:**

\* 1.1 Will you be using a volatile anesthetic agent?  
 Yes  No

\* 1.2 Indicate the method(s) you will use to ensure that the animals are properly anesthetized  
 Toe Pinch       Palpebral Reflex       Reaction to Incision  
 Blood Pressure       Other


\* 1.3 Will you be using neuromuscular blocking drugs?  
 Yes  No

**2. Pain or Distress:**

\* 2.1 Would any surgical or nonsurgical procedures described in this protocol, if performed without anesthesia, analgesia, or tranquilization, cause more than momentary or slight pain or distress?  
 Yes  No

\* 2.2 Complete the following table regardless of the answer to the previous question 2.1. Please refer to [IACUC Policy Assigning Pain and Distress Categories on IACUC Protocols](#) for assistance.

* Species	* Pain Category	* Number of animals	* How long after the procedure will relief be needed?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add New** 

\* 2.3 If there will be intentionally unalleviated pain or distress, please provide in the space below scientific justification why this is necessary for your research.

\* 2.4 If you indicated that you will be alleviating pain or distress, when will this occur?  
 When first noticed  
 Before surgery begins  
 Immediately after surgery  
 Before surgery ends  
 Other

\* 2.5 Please describe your protocol for monitoring the pain, distress, health, and well-being of your animals.

2.5.1 Monitoring method

2.5.2 Frequency

2.5.3 Criteria for removing animals from study

2.5.4 Disposition of removed animals

2.5.5 Responsible individual

\* 2.6 Have any animals been assigned to pain categories D or E?  
Yes  No

- Please note if you indicate you are using animals in Category D or E by selecting “Yes” to question 2.6, you will have to complete, initial, and date question #3 to confirm that you have considered alternatives to the use of animals in your study.
- *\*Be aware that this section is mandatory.*

\* 2.6 Have any animals been assigned to pain categories D or E?  
 Yes  No

---

**3. Search for Alternatives to Procedures which may cause Pain and Distress**

The federal mandate in U.S. Government Principle IV to avoid or minimize discomfort, distress, and pain in experimental animals consistent with sound scientific practices, is synonymous with a requirement to implement refinements (e.g., less invasive procedures or use of analgesia). Similarly, the mandate in U.S. Government Principle III to use the minimum number of animals necessary to obtain valid results is synonymous with a requirement to reduce animal numbers. U.S. Government Principle III further states that mathematical models, computer simulation, and in vitro biological systems should be considered, and is synonymous with a requirement to replace non-animal models wherever possible. Thus, consideration of the three “Rs” should be incorporated into IACUC review, as well as other aspects of the institution’s program (e.g., investigator training). Please provide information on what sources were searched for these alternatives to painful procedures.

**3.1** If you have indicated that animals in your study will experience pain or distress, even if it will be fully alleviated, indicate which source for alternatives you used and fill in the requested information for each.

[Add New](#)

Source	<input type="text"/>
Date of Search	<input type="text"/>
Years Covered by Search	<input type="text"/>
Keywords used	<input type="text"/>

[Add New](#)

**3.2** Direct contact with colleagues or other sources.  
 Please indicate the source and substance of the information:

**3.3** Results of Search:

I have considered alternatives to the use of animals in my study. In addition, I have also considered alternatives to procedures that might cause more than momentary pain or distress, and I have not found any such alternatives. I have used the above methods and sources to search for alternatives.

\* Initials:  \* Date:

- *✓ Remember: Be sure to save as you go!*

## Other Agents Section

- Continue filling out the checkboxes in the remaining sections. Note that responding **Yes** to some of the questions will result in expanding fields which require additional information. Please use the **Add New** button and **trash can** icon to manage edits.
- Remember that the **Add New** button will typically add a new section for you to fill out within the page or allow you to search for your answer in a list of responses.
- **★ Be aware that pieces of this section are mandatory.**

**N. OTHER AGENTS**

**1. Other Agents**  
[Nonpharmaceutical grade](#)  
[Expired Drugs](#)  
[Dosing Volume](#)

**1.1** List any drug, cell line or vehicle used in this study (do not include antigens for antibody production, anesthetics, analgesics, tranquilizers or neuromuscular blocking drugs)  
[Add New](#)

Species	<input type="text"/>
Drug, cell line or vehicle name (generic)	<input type="text"/>
Vehicle (for research agents only)	<input type="text"/>
Dose (ml/kg or mg/kg)	<input type="text"/>
Frequency and length of administration (e.g. 2x per day for 4 days)	<input type="text"/>
Route of Administration	<input type="text"/>
Volume used (if appropriate)	<input type="text"/>
Procedure (e.g. surgery, label)	<input type="text"/>

[Add New](#)

**\* 1.2** Are there any known adverse effects of the agents listed at the dose level and frequency used in this study?  
 Yes  No

**\* 1.3** Will non-pharmaceutical grade medication such as antibiotics, anesthetics, analgesics or experimental compounds be used in protocol activity?  
 Yes  No

**2. Microbial Status:**

**\* 2.1** Will you be using cells, cell extracts, tissues, or nonsterile biological fluids from any source that will be introduced into animals?  
 Yes  No

**\* 2.2** Please include testing results:

- **✓ Remember: Be sure to save as you go!**

## Postoperative, Postprocedural, and Postanesthesia Care Section

- Continue filling out the checkboxes in the remaining sections. Note that responding **Yes** to the questions will result in expanding fields which require additional information. Additionally, remember that the **pencil icon** will also allow you to search for possible choices.
- **★ Be aware that this section is mandatory.**

**O. POSTOPERATIVE, POSTPROCEDURAL, AND POSTANESTHESIA CARE**

**\* 1.** Will the animal be anesthetized for any of the procedures described above?  
Yes  No

- **✓ Remember: Be sure to save as you go!**

## Disposition of Animals Section

- Continue filling out the checkboxes in the remaining sections. Note that responding **Yes** to some of the questions will result in expanding fields which require additional information. Please use the **Add New** button and **trash can** icon to manage edits.
- *\*Be aware that pieces of this section are mandatory.*

**P. DISPOSITION OF ANIMALS**

\* 1. Will you euthanize animals for any reason?  
 Yes  No

\* 1.2 Will you perform cervical dislocation or decapitation without anesthesia?  
 Yes  No

\* 2. No euthanasia of animals:  
Complete the following table for animals that will not be euthanized during or at the conclusion of your study.  
[Add New](#)

* Species	<input type="text"/>
* Number not Euthanized	<input type="text"/>
* Disposition	<input type="text"/>

[Add New](#)

3. The progressive deterioration of an animal's health leading to its death is not considered an appropriate endpoint for an experiment. In the space below, provide scientific justification if such death is to be used as an endpoint.

- *✓ Remember: Be sure to save as you go!*

## Safety Section

- Continue filling out the checkboxes in the remaining sections. Note that responding **Yes** to the questions will result in expanding fields which require additional information.

**Q. SAFETY**

For more information on submitting a biosafety protocol [click here](#)  
Prior to beginning experimentation with animals administered biohazards, investigators will notify ULAR staff.

**1. Hazardous Agents**  
Will hazardous agents (agents requiring University Biosafety Committee review) be used with or administered to the animals?  
 Yes  No

Please check all hazardous agents used on this protocol

**Chemical Agents**

<input type="checkbox"/> 4-OHT	<input type="checkbox"/> 4-thiouracil	<input type="checkbox"/> 6-OHDA (toxin)
<input type="checkbox"/> BRDU	<input type="checkbox"/> CSA	<input type="checkbox"/> cyclosporine A
<input type="checkbox"/> D-103 (cytotoxic)	<input type="checkbox"/> LPS	<input type="checkbox"/> methoxymethanol acetate
<input type="checkbox"/> pertussis toxin	<input type="checkbox"/> rapamycin	<input type="checkbox"/> tamoxifen
<input type="checkbox"/> taxol	<input type="checkbox"/> urethane	<input type="checkbox"/> Other

**Biological Agents**

<input type="checkbox"/> AAV	<input type="checkbox"/> AAV lentivirus transfected cells	<input type="checkbox"/> AAV vector
<input type="checkbox"/> DNA Vaccines	<input type="checkbox"/> HIV	<input type="checkbox"/> clostridium difficile
<input type="checkbox"/> human tumor cells	<input type="checkbox"/> human umbilical stem cells	<input type="checkbox"/> human cell lines
<input type="checkbox"/> influenza, RSV	<input type="checkbox"/> lentiviral vectors	<input type="checkbox"/> influenza
<input type="checkbox"/> pertussis toxin	<input type="checkbox"/> pseudorabies	<input type="checkbox"/> Mouse hepatitis Virus
<input type="checkbox"/> streptococcus pneumoniae, haemophilus influenzae	<input type="checkbox"/> transgenic malarial parasites	<input type="checkbox"/> pseudorabies virus tracer
		<input type="checkbox"/> Other

**2. Radioactive Materials**  
Will radioactive materials be used with or administered to the animals?  
 Yes  No

**3. X-Rays**  
Will x-rays imaging (radiographs, fluoroscopy, CT, etc.) be performed on the animals?  
 Yes  No

- ✓ **Remember: Be sure to save as you go!**

## Assurance Statement

- Lastly, before submitting, be sure to check the assurance statement, certifying that your protocol does not unnecessarily duplicate previous experiments.
- ★ **Be aware that this section is mandatory.**

**ASSURANCE STATEMENT**

I certify that I have provided an accurate description of the animal care and use to be followed in the proposed research or teaching activity; that I will notify the Institutional Animal Care and Use Committee (IACUC) in writing of any changes in this protocol and will await IACUC approval before proceeding with animal research/teaching. I understand that failure to report to the IACUC changes in this protocol may place the institution and investigator in violation of Federal and University regulations.

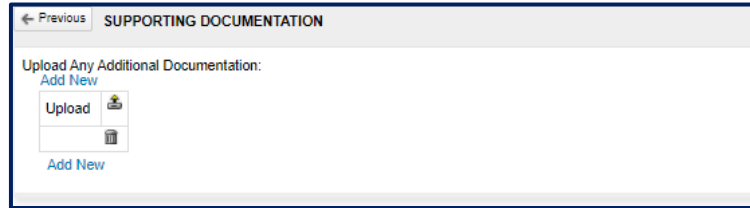
I certify that I will abide by the provisions of the Public Health Service's Guide for the Care and Use of Laboratory Animals (most recent version), all federal, state and local laws and regulations, and any institutional policies regarding the use of animals in teaching and research. I **assume full responsibility for compliance with such regulations for all personnel involved with this protocol.**

\* I certify that this protocol does not unnecessarily duplicate previous experiments.

When you are finished please save your work, click the Finalize Form checkbox at the top of the page and SUBMIT your application.

## Supporting Documentation Section

- Here you can upload any additional supporting documentation. Click the **Add New** button if you need to upload more than one file.

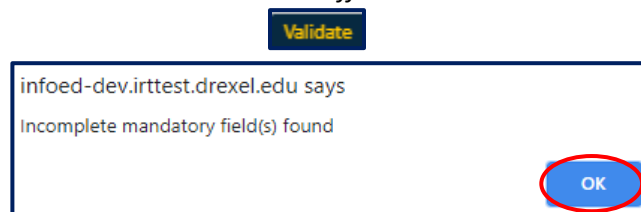


## Finalization, Validation, and Submission

- **⚠ Important!**: When you are ready to submit, select the **Finalize Form** checkbox to confirm that you have finished completing the record and are ready to finalize.
  - **⚠ Important!**: If you do not click **Finalize Form**, your record will not properly finish its submission.

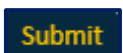


- If you missed any mandatory fields throughout the protocol, a popup box will appear stating **Incomplete mandatory field(s) found** – press OK.
  - **✓ Note:** Pressing the **Validate** button will also display any incomplete mandatory field(s). You will still need to check off the **Finalize Form** box to submit your protocol.

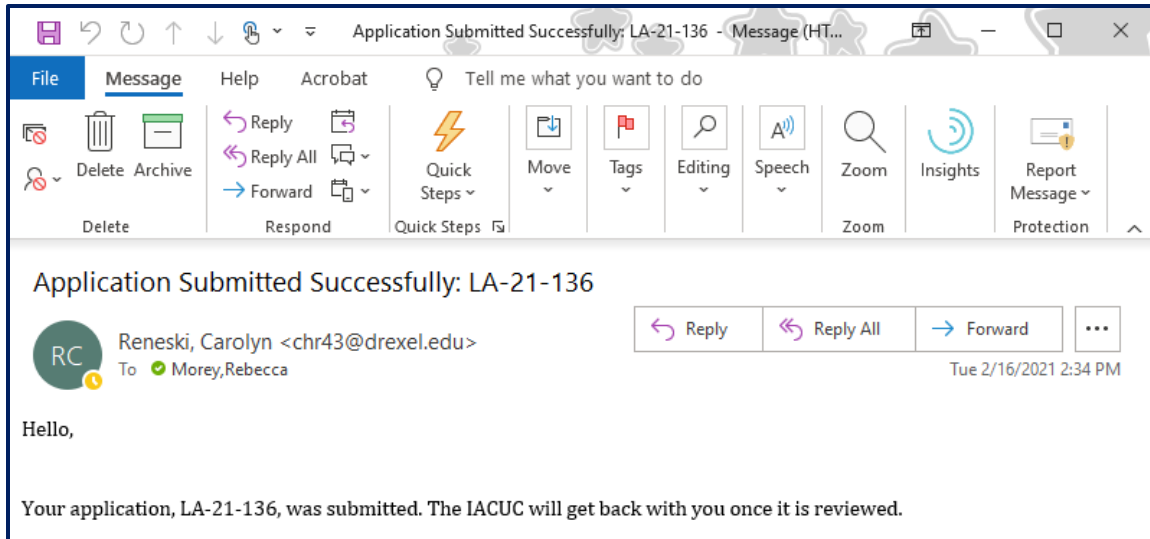


- A listing of what you have not completed will appear:

These Mandatory Questions need to be completed	
Page	Question
1. Administrative Information	2. Financial Sponsor of the Study
1. Administrative Information	<b>6. Review Status of Protocol</b>
Pain and Distress	Initials:
Pain and Distress	Date:

- You can click on each line to jump to the corresponding section to make edits. Once you have completed the missing sections, click the **Finalize Form** checkbox again. If there are no errors, you are ready to submit! Press the **Submit**  button.
  - **⚠ Important!**: Remember, if you do not click **Finalize Form**, your record will not properly finish its submission.

- You will receive a confirmation email similar to the one below which will confirm your submission



## Review Process

Once you submit your protocol, it then enters the review process which takes approximately one month but may take longer if modifications are necessary. For more information, please visit the [IACUC website](#). The review process is as follows:

- The Principal Investigator must submit the application forms to IACUC at least 15 working days before IACUC Meeting. Please see the [Submission Calendar](#) for new protocol submission deadlines.
- The application is reviewed prior to the meeting (pre-reviewed) by two or more reviewers.
- Pre-review comments are provided to the principal investigator at least nine working days before IACUC meeting.
- The Principal Investigator submits revised application along with a letter summarizing responses to pre-reviewers comments at least seven working days before the meeting.
- The IACUC will review the protocol at the subsequent meeting. Based on the deliberations, the IACUC will make one of the following decisions: approve, approve pending conditions, tabled, or withhold approval.



## Protocols Created by Personnel Other Than the Principal Investigator

Personnel who are not the PI can create and complete protocols as well as continuations, renewals, and amendments on behalf of the PI. However, **only the Principal Investigator can submit the protocol to the IACUC**. This is to ensure authenticity of the information and to ensure that the Principal Investigator has reviewed the application prior to submission. The process to create a protocol by personnel other than the PI is as follows:

- The personnel representative creating the protocol should create their new initial application following the instructions [at the beginning of this document](#).
- By default, the person creating the application will be listed as the PI. To change this please complete the following steps:
  - Under the section C, **Drexel Personnel**, change your role to **Co-Investigator** in the **Role** dropdown box.
  - Click **Add New** under **Personnel – Review** and search for the PI to add to the protocol. Their information will appear below where your information is listed on the page.
  - Click the checkbox next to **Principal Investigator** under the name of the PI and select the role of **Principal Investigator** under the **Role** dropdown box. The Primary Investigator checkbox next to your name will automatically disappear upon selecting the actual PI checkbox.
  - If the personnel completing the application is not the Principal Investigator, please remember to update the PI information in section A, the Administrative Information section.

C. DREXEL PERSONNEL

Personnel - Review

[Add New](#) [Click here for Personal Training Information](#) [Delete Personnel - Review](#)

Name  
[Morey, Rebecca I](#)

Primary Investigator  Start Date 12-Apr-2021 End Date  Role **Co-Inv**

Certifications

Certification	Begin	End
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

<sup>10</sup> Date of Occupational Health Certificate:

Please upload Occupational Health Certificate:

<sup>10</sup> Date of Species Specific Training:

Please upload species specific training:

<sup>10</sup> Date of CITI Base Module:

<sup>10</sup> Date of CITI Aseptic Training:

<sup>10</sup> Date of CITI Species Module:

<sup>10</sup> Date of CITI Reducing Pain and Distress Module:

<sup>10</sup> Responsibilities

<sup>10</sup> Experience Pertinent to the Proposed Study

Cell phone number

Will be trained in your research techniques using:  
 Euthanized Animals  
 Live Animal  
 Model Animal


[Click here for Personal Training Information](#) [Delete Personnel - Review](#)

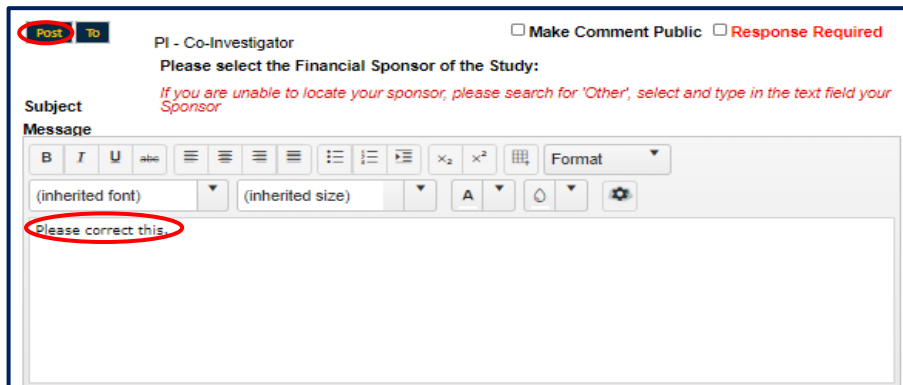
Name  
[Investigator, Paul](#)


Primary Investigator  Start Date 12-Apr-2021 End Date  Role **Investigator**

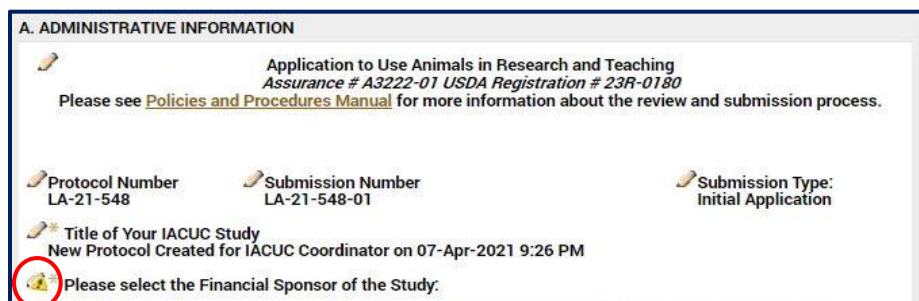
- Once the rest of the protocol form is complete, the representative should select **Finalize Form** and **Submit** at the top of the form.
  - ✓ *Note: Only the person listed as PI can fully submit a protocol to the IACUC office. By clicking submit, the representative is submitting the protocol to the PI, not the IACUC office.*
- Upon submission to the PI, the PI will see the protocol appear in their **Assignments** tab on the homepage. The PI can click the protocol name to review the protocol.

### PI Review of the Protocol and Commenting

- The PI should review each section by clicking through the tabs in the left-hand sidebar.
  - ✓ *Note: The PI can make revisions directly by unchecking the **Finalize Form** box at the top of the page and making edits directly to the form.*
- The PI can communicate to the representative directly through the protocol form:
  - Click on the **pencil icon** next to any question to open the message box.
    - ✓ *Note: The pencil icon  is where you can add your comments regarding any section throughout the protocol.*
  - Once you click on the **pencil icon**, please communicate your comment or requested change by writing in the message box that opens. These comments will only be visible to the PI and PI representative.
    - ✓ *Note: By default, this message will be sent to the Co-I.*
  - Click the **Post** button to send your message. You will then see your sent comment and can close the message box.
  - The comments panel is only visible between **PI, Investigator** and **Co-Investigator**. IACUC reviewers **will not** be able to see any comments made using the pencil icons.



- ✓ *Note: A yellow triangle icon with an exclamation point  will appear where the pencil icon had been, which reflects that a comment has been made in that spot.*



Once the review is complete by the PI

- If revisions are required:
  - Navigate to the **Assignment** tab at the top at the top of the record.
  - Under the **Next Step/Decision** dropdown, please select **Co-Investigator Modifications**.
  - The **Assign to** field will automatically default to the representative who submitted the protocol.
  - Click the **I am done** button.
  - ✓ *Note: The PI can also make revisions directly by unchecking “finalize form” and making edits directly to the form.*

The screenshot displays the 'ASSIGNMENT' tab in a web application. On the left is a vertical sidebar with menu items labeled A through M. The main content area is titled 'ASSIGNMENT' and contains the following text:

Next →

**ASSIGNMENT**

Hello,  
Paul Investigator has submitted on or made modifications to protocol LA-21-564

Click Log In then Next

**If Revisions are Required**

1. Click the pencil to type a comment. Click To, PI – Co-Investigator, Save, and Post  
2. On the Assignment tab, click Co Investigator Modifications and I am Done

**If Revisions are Not Required**

On the Assignment tab, click IACUC Office and I am Done

**After the PI Revises the Application**

1. Click the Menu at the top right of the page then Form History  
2. Click To and From under Compare and Go. If all items are addressed, select 'IACUC Office' on the assignments tab and 'I am Done'. If not, send back to the PI

Next Step/Decision: Co-Investigator Modifications ▾

Assign to: Investigator, Paul - DU & ANS ▾

I am done

- If revisions aren't required or revisions have been completed, the protocol is ready for submission to the IACUC office:
  - Navigate to the **Assignment** tab at the top at the top of the record.
  - Under the **Next Step/Decision** dropdown, please select **IACUC Office**.
  - Click the **I am done** button.

**ASSIGNMENT**

ASSIGNMENT

Hello,  
Rebecca I Morey has submitted on or made modifications to protocol 2020-111

Click Log In then Next

**If Revisions are Required**

1. Click the pencil to type a comment. Click To, PI – Co-Investigator, Save, and Post
2. On the Assignment tab, click Co Investigator Modifications and I am Done

**If Revisions are Not Required**

On the Assignment tab, click IACUC Office and I am Done

**After the PI Revises the Application**

1. Click the Menu at the top right of the page then Form History
2. Click To and From under Compare and Go. If all items are addressed, select 'IACUC Office' on the assignments tab and 'I am Done'. If not, send back to the PI

Next Step/Decision: IACUC Office

Assign to: Automatic as per configurations.

I am done

### Making Requested Changes to the Protocol (Representative)

- If the PI requires changes prior to submission to the IACUC office, they may submit the protocol back to the representative for changes (please see the [PI Review and Commenting](#) section of this manual).
- The representative should click on the **Assignments** tab on their homepage and locate the record and then click on the **Record Number** to open the protocol.

DragonSPOT DEV

HOME MY PROFILE LOCATE MY RECORDS LOCATE RECORDS MESSAGES **ASSIGNMENTS** Quick Find

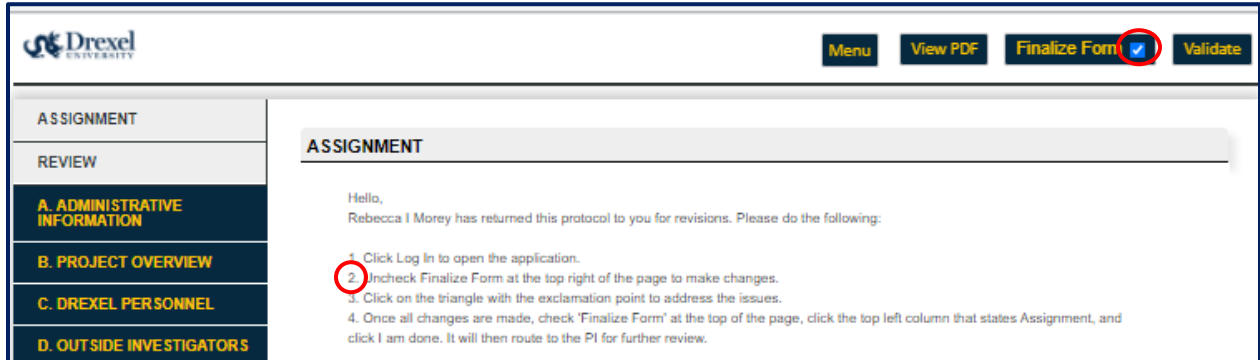
Sponsored Programs  
Laboratory Animals  
Animal Facilities  
My Projects

Assignments

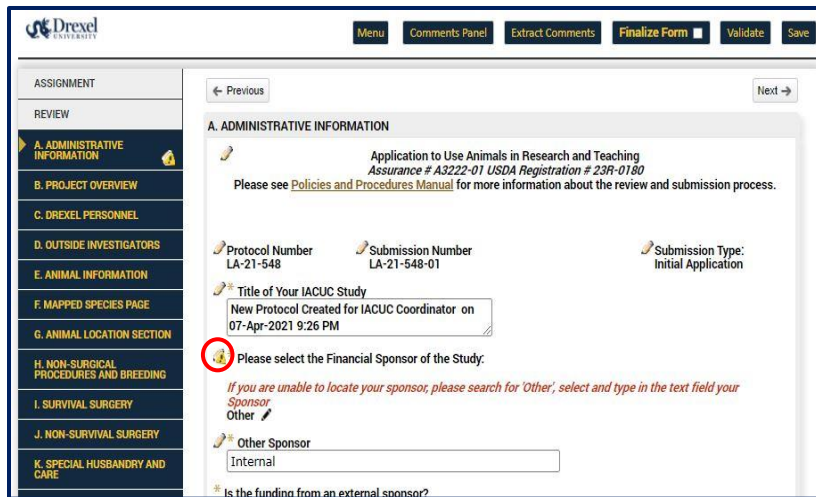
Drag a column header and drop it here to group by that column

Module	Record Number	Record Owner	Object	Record Status	Subject	Assigned
Lab Animals	2020-111	Morey, Rebecca I	Initial Application	Co-Investigator Modifications	Returned for Modifications: 2020-111	12-Apr-2021 3:24:45 PM

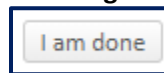
- To edit the protocol, uncheck the **Finalize Form** box at the top of the protocol, as indicated in the instructions under the Assignment tab of the record itself. The protocol is now able to be edited and modifications can be made.



- If the PI has used the commenting feature:
  - A yellow triangle icon with an exclamation point will appear where the pencil icon had been, which reflects that a comment has been made in that spot.
  - In this example, the yellow triangle icon next to the Study Sponsor, which indicates the PI left a comment there.



- By clicking on the icon, you will see that the PI noted that the representative should change the project sponsor to NIH. At this point you can make any relevant changes.
- Once all changes are complete, recheck the **Finalize Form** box and then **click I am Done** back under the initial instructions at the top of the **Assignments** section.



- Important!:** If you do not recheck **Finalize Form**, your record will not properly finish its submission.

- The protocol will now appear in the PI’s assignments. The PI should repeat the steps outlined in PI Review of the Protocol and Commenting section above until the protocol has been submitted by the PI to the IACUC office.
  - ✓ *Note: The entire process will need to be repeated as necessary throughout the review process.*

## Protocol Review after Submission to the IACUC Office

Once you submit your protocol, it then enters the review process which takes approximately one month but may take longer if modifications are necessary. For more information, please visit the [IACUC website](#). The review process is as follows:

- The Principal Investigator must submit the application forms to IACUC at least 15 working days before IACUC Meeting. Please see the [Submission Calendar](#) for new protocol submission deadlines.
- The application is reviewed prior to the meeting (pre-reviewed) by two or more reviewers.
- Pre-review comments are provided to the principal investigator at least nine working days before IACUC meeting.
- The Principal Investigator submits revised application along with a letter summarizing responses to pre-reviewers comments at least seven working days before the meeting.
- The IACUC will review the protocol at the subsequent meeting. Based on the deliberations, the IACUC will make one of the following decisions: approve, approve pending conditions, tabled, or withhold approval.

## Checking the Status of Your Protocol

- You can check the status of your protocol submission at any time by clicking the **Locate My Records** tab on your DragonSPOT homepage.

The screenshot shows the 'DREXEL DEV' interface with the 'LOCATE MY RECORDS' tab selected. The page displays search results for 35 items. A table lists the following records:

Record Number	Record Owner	Record Title	Record Type	Record Status
P21-0001	Investigator, Paul	Full Proposal run through	Proposal	Under Development
LA-21-281	Investigator, Paul	New Protocol Created for Paul Investigator on 08-Mar-2021 2:58 PM	Lab Animals Protocol	In Development
LA-21-229	Investigator, Paul	New Protocol Created for Paul Investigator on 01-Mar-2021 2:29 PM	Lab Animals Protocol	In Development

- Alternatively, you can search for different records you have access to by clicking the **Locate Records** tab on your DragonSPOT homepage and using the various fields to navigate.

**DREXEL DEV**

HOME My PROFILE LOCATE MY RECORDS **LOCATE RECORDS** MESSAGES ASSIGNMENTS

Results found: 35 Switch Owner: You Export to Excel

20 items per page 1 - 20 of 35 items

Drag a column header and drop it here to group by that column

Record Number	Record Owner	Record Title	Record Type	Record Status
P21-0001	Investigator, Paul	Full Proposal run through	Proposal	Under Development
LA-21-281	Investigator, Paul	New Protocol Created for Paul Investigator on 08-Mar-2021 2:58 PM	Lab Animals Protocol	In Development

**Select 'Locate' Criteria** Save Get Help Close

Modules available for searching across:

Account, Facility Mgmt  Animal Facility Protocol  Animal Protocol

Available fields to search by Selected fields Search

Current Project Status  Record Personnel  
 Record Associated Departments  Record Personnel Department  
 Record Classification Codes  Record Primary Department  
 Record Creation Date  Record Primary Sponsor  
 Record Key Words  Record Primary Sponsor Type  
 Record Number  Record Status  
 Record Owner  Record Title  
 Record Owner Primary Department

- You can also use the Quick Find box on your homepage to search for a record number directly.

**DragonSPOT DEV** WELCOME PAUL INVESTIGATOR LOGOUT

HOME My PROFILE LOCATE MY RECORDS **LOCATE RECORDS** MESSAGES ASSIGNMENTS

LA-21-542

## Making Requested Changes to Your Protocol (IACUC Review)

- After the IACUC Office's review, you may receive a list of requested modification to your protocol form. To edit the form in order to make the requested changes:
  - Click on the **Assignments** tab and locate your record and then click on the **Record Number** to open your protocol.

**Assignments** Open Your action items

Drag a column header and drop it here to group by that column

Module	Record Number	Record Owner	Object	Record Status	Subject	Assigned
Lab Animals	LA-21-135	Morey, Rebecca I	Initial Application	IACUC Office	Protocol LA-21-135 has been submitted or had modifications	16-Feb-2021 5:15:38 PM
Lab Animals	LA-21-137	Investigator, Paul	Initial Application	IACUC Office	Protocol LA-21-137 has been submitted or had modifications	17-Feb-2021 8:53:18 AM

Record Title: User Training Protocol Guide

- Once you open your record, you will see an Assignment at the top that explains the process to you.

**ASSIGNMENT**

Hello,  
Your application is being returned to you for revisions or a co-investigator has completed their revisions. Please do the following:  
**If you would like to re-assign these new requested changes to another investigator on the protocol.**

1. Click the top left column that states Assignment
2. Select 'Office Co-Investigator Modifications'
3. Select the appropriate investigator and click 'I am Done'

**If you will be revising the application**

1. Uncheck Finalize Form at the top right of the page to make changes.
2. Once all changes are made, check 'Finalize Form' at the top of the page, click the top left column that states Assignment, select 'IACUC Office' and click I am done. It will then route to the IACUC for review.

**If this has been returned with changes from the Investigator.**

1. Click the Menu at the top right of the page then Form History
2. Click To and From under Compare and Go. If all items are addressed, go to Assignments tab, select 'IACUC Office' and 'I am Done' If not, send back to the investigator

Sincerely,  
IACUC Staff

Next Step/Decision:  ▼

Assign to:

- Uncheck the **Finalize Form** box, as indicated in the instructions in the Assignment section above, which will now allow you to edit the protocol as requested.
- Make the appropriating changes to your protocol using the **list of modification requests** sent to you from the IACUC coordinator after the IACUC review.
- Please include a cover letter with a point-by point response to the requested modification and upload it into the **supporting documents** section.
- Please remember that the comments panel is only visible between **PI, Investigator** and **Co-Investigator**. IACUC reviewers **will not** be able to see any comments made using the pencil icons.

Menu
Review
Comments Panel
Finalize Form 
Validate
Save

---

**1. ADMINISTRATIVE INFORMATION**

- Lastly, recheck the **Finalize Form** box and then click I am Done back under the initial instructions at the top of the **Assignments** tab.
  - **Important!**: If you do not click **Finalize Form**, your record will not properly finish its submission.

- ✓ *Note: Process will need to be repeated as necessary throughout review process.*



## Designating a Representative to Make Modifications to your Protocol

- If a protocol needs modification after an IACUC review, the protocol and list of modifications will always be returned directly to the PI. The PI has the option of assigning a representative to modify the protocol on their behalf. The representative must be listed in the Drexel Personnel tab for them to make modifications.
  - ✓ *Note: If the PI would like to assign personnel that will not be working on the protocol (i.e. only in an administrative role), please contact [DragonSPOT-help@drexel.edu](mailto:DragonSPOT-help@drexel.edu) to have the person added as a delegate. This person will then have access to complete and edit protocols, but will not need to be listed as personnel.*
- To open a protocol that requires modification, please follow the directions above in the [Making Requested Changes](#) section.
- Click on the **Assignments** tab and locate your record and then click on the **Record Number** to open your protocol.
- Navigate to the **Assignment** section at the top of your protocol.
  - Under the **Next Step/Decision** dropdown, please select **Office Co Investigator Modifications**.
  - Under the **Assign To** dropdown, please select the representative you wish you assign.
  - Click "I am Done".
    - ✓ *Note: You can choose any person you have listed under the Drexel Personnel tab to make modifications to the protocol*
    - ✓ *Note: You can use the pencil tab to communicate with the representative. Please see the [PI Review of the Protocol and Commenting](#) section of this manual for instructions.*

ASSIGNMENT
A. ADMINISTRATIVE INFORMATION
B. PROJECT OVERVIEW
C. DREXEL PERSONNEL
D. OUTSIDE INVESTIGATORS
E. ANIMAL INFORMATION
F. MAPPED SPECIES PAGE
G. ANIMAL LOCATION SECTION
H. NON-SURGICAL PROCEDURES AND BREEDING
I. SURVIVAL SURGERY
J. NON-SURVIVAL SURGERY
K. SPECIAL HUSBANDRY AND CARE
L. ANESTHETICS AND ANALGESICS
M. PAIN AND DISTRESS
N. OTHER AGENTS
O. POSTOPERATIVE, POSTPROCEDURAL, AND POSTANESTHESIA CARE

**ASSIGNMENT**

Hello,  
Your application is being returned to you for revisions or a co-investigator has completed their revisions. Please do the following:  
**If you would like to re-assign these new requested changes to another investigator on the protocol.**

1. Click the top left column that states Assignment
2. Select 'Office Co-Investigator Modifications'
3. Select the appropriate investigator and click 'I am Done'

**If you will be revising the application**

1. Uncheck Finalize Form at the top right of the page to make changes.
2. Once all changes are made, check 'Finalize Form' at the top of the page, click the top left column that states Assignment, select 'IACUC Office' and click I am done. It will then route to the IACUC for review.

**If this has been returned with changes from the investigator.**

1. Click the Menu at the top right of the page then Form History
2. Click To and From under Compare and Go. If all items are addressed, go to Assignments tab, select 'IACUC Office' and 'I am Done' If not, send back to the investigator

Sincerely,  
IACUC Staff

Next Step/Decision: Office Co-Investigator Modificat

Assign to: -->Select Person<--

I am done

Member, Board - DU & ANS

Reviewer, Bob Primary - DU & ANS

- The protocol will now appear in the representative's **Assignments** page.
  - The representative should complete the steps outlined in the [Making Requested Changes to Your Protocol](#) section of this manual to make the necessary modifications.
  - Once the representative is ready to submit the protocol, navigate to the **Assignments** tab of the protocol. Under the **Next Step/Decision** dropdown, select the PI's name.
  - Click the **I am Done** button.
- Once the protocol has been submitted, the PI should follow the instructions outlined in the [Protocols created by personnel other than the Principal Investigator- PI Review of the Protocol and Commenting](#) section of this manual.