

Guide for Submission of IACUC Initial Application

1. Log in to iRIS.
2. Hover over “My Workspaces”
3. Hover over “Study Assistant”
4. Click on “”Create a New Study”

GENERAL INFORMATION

5. 1.0 Enter the title of your study
6. Enter a study number
7. Select “yes or no”
8. Click on “Save and Continue”

SETUP DEPARTMENT ACCESS

9. 2.0 Add a department
10. Click on “Save and Continue”

PERSONNEL

11. 3.1 Click on Setup Study Personnel
12. Search for Principal Investigator’s last name
13. Select name
14. Select role for personnel
15. Click Save
16. Repeat steps to add additional personnel
17. Search for your department chair and select Designated Approver as role.

18. Click on drop down box and select Signatory Authority
19. Close Setup of Study Personnel
20. Click on "Save and Continue"

STUDY TYPE

21. 4.1 Select IACUC
22. Click on "Save and Continue"

STUDY SPONSOR

23. 5.1 Add a Study Sponsor
24. Search Sponsor Name or Add a New Sponsor to the Master List
25. Enter Sponsor Information (Contract type, Project Number, Award Number, etc.)
26. Click on "Save and Continue"

SPECIE AND NUMBERS

27. 6.0 Click on "Add a New Specie"
28. Add specie name
29. Click "Find Specie"
30. Select specie
31. Add specie information (sex, age, weight, etc.)
32. Click on "Save Species Info"
33. Click on "Add a New Strain"
34. Enter strain information (specie, strain, gender, age)
35. Click on "Save Strain Info"
36. 6.2 Answer Yes or No

37. Click "Save and Continue"

GENERAL STUDY INFORMATION

38. 7.1 Select Purpose of Study

37. 7.2 Select In Vitro or In Vivo

40. 7.3 Select Yes or No

41. 7.4 Select El Paso LARC

42. Click on "Save and Continue"

HOUSING OUTSIDE LARC FACILITY

43. 8.2 Select Yes or No

44. 8.3 Select Yes or No

45. Click on "Save and Continue"

SPECIAL HOUSING

46. 9.1 Select Yes or No

47. Click on "Save and Continue"

DEA CONTROLLED SUBSTANCES

48. 10.1 Select Yes or No

49. 10.2 If yes, Click on Add a New Substance to the Study

50. Enter Study Substance Details

51. Click on "Save and Continue"

52. Click "Save Substance Info"

SURVIVAL SURGERY

53. Select Yes or No

54. Click on “Save and Continue”

NON SURGICAL PAIN AND DISTRESS

55. 12.1 Select Yes or No

56. 12.2 Select Yes or No

57. Click on “Save and Continue”

ENVIRONMENTAL HEALTH AND SAFETY

58. 13.1 Select an answer

59. 13.2 Select an answer

60. Click on “Save and Continue”

61. 14.1 Click on Add a new Euthanasia

62. Enter Study Euthanasia Details

63. Click Save Euthanasia Info

64. Click on “Save and Continue”

RECORDS

65. 15.1 Enter Campus Building and Room

66. Click on “Save and Continue”

STUDY DOCUMENTS

67. 2.0 Click Add a New Document
68. Click on "Save and Continue"
69. Upload Word protocol
70. Enter version date
71. Click Save Document
72. Click "Save and Continue"
73. Click Signoff and Submit