This Educational Information has been brought to you by Traci Clemons, Protocol Assessment Liaison for the UNMC/UNO Institutional Animal Care and Use Committee, And Comparative Medicine.

For additional information please contact:

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3 YEAR CONTINUING REVIEW HARD COPY CONVERSION ➔ RSS IACUC ELECTRONIC APPLICATION

June 1st, 2017 – The RSS IACUC Electronic Application will be available for hard copy conversion of 3 Year Continuing Review submissions. You may convert at this time or choose to submit a hard copy 3 year renewal and application.  *No hard copy protocols will be accepted after July 31, 2017.*

August 1, 2017 - All existing hard copy (Word document or PDF document) protocols due for 3 Year Review MUST be converted to the RSS IACUC Electronic Application using the Research Support Services (RSS) website.  *No hard copy protocols will be accepted after July 31, 2017.*

- Existing hard copy protocols can ONLY be converted to the RSS IACUC Electronic Application at the time of 3 Year Review.
- You cannot convert a hard copy protocol at the time of a Request for Change submission, an Annual Continuing Review submission, or at any other time than the scheduled 3 Year Review cycle.
3 YEAR CONVERSION PROCESS:

At the time of conversion, a new protocol number will be assigned to the existing protocol.

- Once the RSS IACUC Electronic Application is approved, the old number for the study will be terminated and the RSS IACUC Electronic Application will be the only approved version of your protocol.

- Records of both protocol numbers must be maintained according to the UNMC Retention Policy.

- Cost center number(s) currently linked to the existing hard copy application will be automatically transferred to the new IACUC protocol number.

- Any animals in house on the existing hard copy protocol number will be transferred to the new RSS protocol number upon approval. CM will process the transfer.

3 YEAR HARD COPY CONVERSION RULES:

- At the time of conversion from hard copy to the RSS IACUC Electronic Application, you should complete the application for any currently approved aims/experiments in progress and/or any currently approved aims/experiments yet to start.

- Any completed aims/experiments or aims/experiments you do not plan to conduct, should not be included in the RSS IACUC Electronic Application, but they must be summarized in the 3 year Review- Hard Copy Conversion “Status Update” text box provided in the application.

- Request the number of animals needed to complete the remaining aims/experiments. Note: This number must include the total number of animals currently in house at the time of 3 year submission, which will be counted as “used” when CM completes the transfer to the new IACUC protocol number.

- You must include an updated search for alternatives and add current personnel to the application. Note: All personnel to be listed on the application must complete or have completed the “Qualifications” form on the RSS.

- Do not make any new changes to the currently approved hard copy protocol. For example, do not change the purpose, the research design, add new aims or experiments, add new procedures, etc. Changes of that nature will only be allowed prior to the conversion of your hard copy protocol or after your RSS IACUC Electronic Application has been approved by submission of a change request. Note: Please be advised that if you make those types of changes to your protocol at the time of the 3 Year Conversion submissions it may be returned to you causing delay and possible expiration of your protocol.
3 YEAR CONVERSION INSTRUCTIONS:

1. **RSS Login:**
   - Login to the RSS [https://net.unmc.edu/rss/](https://net.unmc.edu/rss/) with your Net ID and password.
   - Select IACUC from the menu bar at the top.

2. **Qualifications:** Select “IACUC” – “Qualifications”
   - Each person that will be listed on the application must complete “Qualifications” to document education and current skills. Select “Qualifications” from the menu. **Note:** All personnel must complete the “Qualifications” form prior to being added to an online application.

3. **Application:** Select “IACUC - New Protocol”
Select: 1. Research/Testing/Teaching or 2. Breeding

New Application

Select: “3 year Review – Hard Copy Conversion IACUC Protocol #” button and fill in the existing hard copy protocol #.

Status Update: As soon as you check the 3 year Review button and fill in the existing IACUC protocol number the “Status Update” text box will open.

Note: Any completed aims/experiments or aims/experiments you do not plan to conduct, should not be included in the RSS IACUC Electronic Application, but they must be summarized here.

Complete the application Save and Submit.

IACUC ELECTRONIC APPLICATION INSTRUCTION MANUAL
SCHEDULING TRAINING:

- Training for the electronic application/3 year hard copy conversion is available by appointment for groups or individuals.

- Call or Email Traci Clemons, Protocol Assessment Liaison, to schedule training:
  
  402-559-8560
  tclemsons@unmc.edu

- For additional guidance please see the online instruction manual available when you log in to the RSS IACUC site.

  IACUC ELECTRONIC APPLICATION INSTRUCTION MANUAL

FOR ASSISTANCE OR QUESTIONS ABOUT SUBMITTING AN IACUC ELECTRONIC APPLICATION/3 YEAR CONVERSION PLEASE CONTACT:

UNMC/UNO Institutional Animal Care and Use Committee

IACUCORA@UNMC.EDU

Beth Blackburn, IACUC Administrator
402-559-6046
Or
Rebecca Bogatz, IACUC Associate
402-559-3573

FOR ASSISTANCE OR PRE-REVIEW OF THE IACUC ELECTRONIC APPLICATION/3 YEAR CONVERSION PLEASE CONTACT:

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