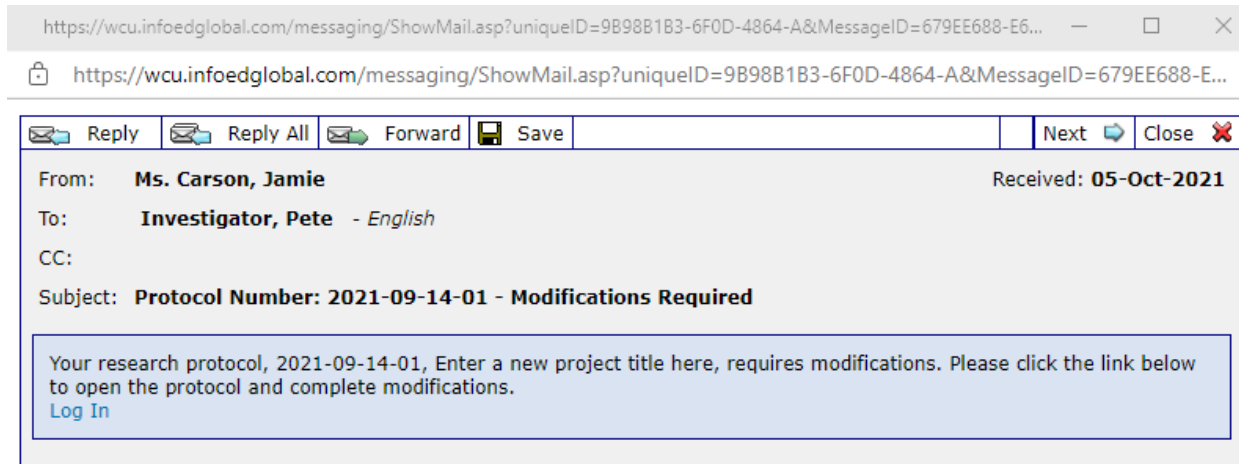
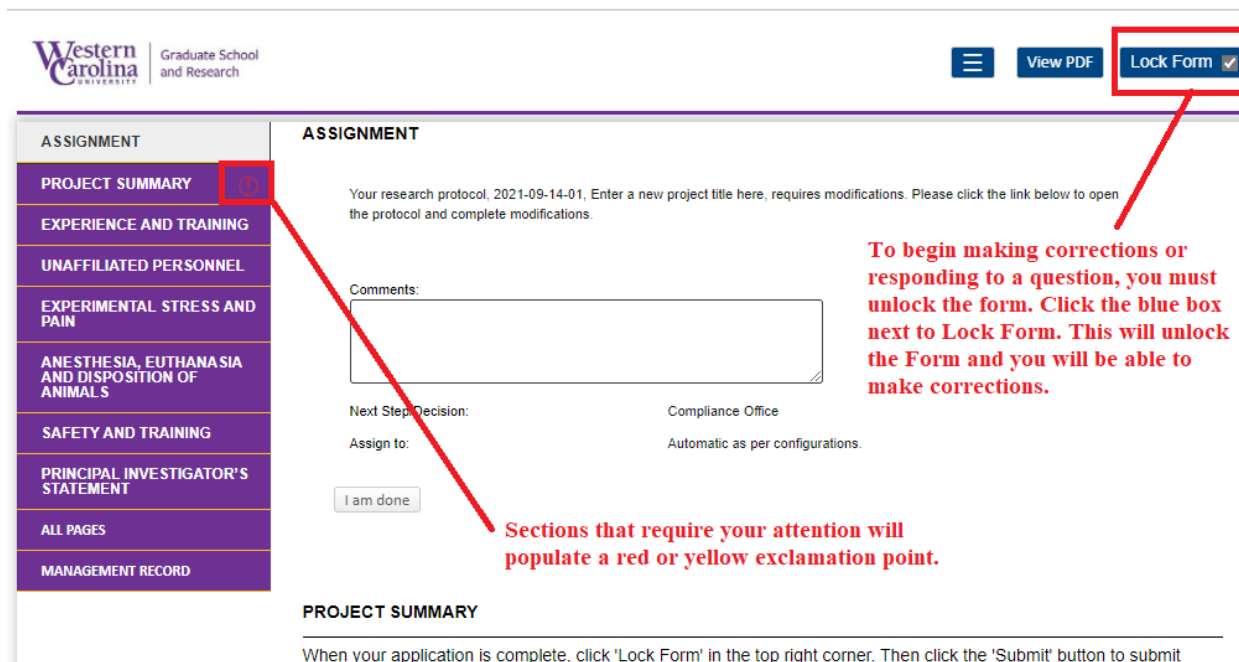


How to respond when modifications to your project are required

You will receive an email from the IACUC Administrator (Jamie Carson) informing you that modifications are required. Click the link to login.



You will be taken to your application.



Unlock the form and navigate to the first section that requires your attention. You may scroll down the page to find the section, or you may click the appropriate section in the purple menu on the left.

Once you have navigated to the section that requires your attention, you will see which question(s) needs additional information. Click on the yellow exclamation point.

Western Carolina University | Graduate School and Research

22-Sep-2021 22-Sep-2022

Study Objectives and Procedures
Describe the specific aims of the course related to the use of animals, a detailed description of procedures involving animal use, and a brief overview of the methodology:
test

The yellow exclamation point means that additional or clarifying information is needed for the question.

Animals
List the species, number of animals, site location below, and justification of choice of species below.

Common name	trest
Species	test
Number of Animals	
Site Location	test
Justification for Choice of Species and Numbers Used	tset

b. Will animals be housed at Western Carolina University for any length of time?
 Yes No

The red exclamation point means the reviewer has asked a question and is requiring an answer.

c. Will animals be held in traps in the field for any length of time?
 Yes No

d. Will animals be transported to campus or other location?
 Yes No

Clicking on the yellow exclamation point opens a box that shows what clarification or additional information is needed. You are able to reply to, comment on, or forward the request. You may also hover over the yellow exclamation point by the question to view the request.

Comment Filter By: [] [] Clear Sort By: [] Ascending [] Clear

Expand All Comment Points Collapse All Comment Points

Study Objectives and Procedures Describe the specific aims of the course related to the use of animals, a detailed description of procedures involving animal use, and a brief overview of the methodology: [Comment](#)

From: Carson, Jamie To: Coordinator - PI

Please provide more detail.

05-Oct-2021 12:43 PM [Reply](#) [Forward](#)

You may reply to or forward the request.

A comment and reply are similar. When you reply, you may request a response. A comment does not allow you to request a response.

In this case, the Admin is requesting more detail be provided in the answer.

Yes No

Click 'Reply' if you would like to respond to the request. Type your message.

The screenshot shows a comment form with a blue header bar containing 'Filter By' and 'Sort By' dropdowns. Below the header are buttons for 'Expand All Comment Points' and 'Collapse All Comment Points'. The main content area displays a comment from 'Carson, Jamie' to 'Coordinator - PI' with the subject 'Study Objectives and Procedures'. A text box contains the message 'Please provide more detail.' and the date '05-Oct-2021 12:43 PM'. Below the message are buttons for 'Post' and 'To...', and checkboxes for 'Make Comment Public' and 'Response Required'. A red box highlights the 'Response Required' checkbox, with a red line pointing to a text box containing instructions: 'Making a comment public means that whatever you type in the message box will be included in the IACUC agenda under your project. Do not check this box.' and 'Check the box 'Response Required' is appropriate if you have a follow up question for the admin or reviewer.'

The screenshot shows the same comment form as above, but with a 'To...' button highlighted by a red box. A popup window titled 'Select Distribution Group(s) - Work - Microsoft Edge' is open over the form. The popup contains a URL and a list of distribution groups: 'Coordinator - PI' (checked) and 'Coordinator - PI - Reviewers' (unchecked). Below the list are 'Save' and 'Close' buttons. A red text box contains instructions: 'When you click 'To' another popup will appear. Select which recipients should be receiving your response. Select the appropriate group. Click Save, then Close.' and 'Coordinator = IACUC Administrator', 'PI = Principal Investigator', 'Reviewers = IACUC Reviewer'.

To make the requested revisions, type your updated answer directly into the question box.

Is this application a continuation of a currently or previously approved AUP?
 Yes No

Activity dates

Activity period cannot exceed three years. Animal Use Protocols are approved for a maximum of three years, with an annual renewal due each year the protocol is active. If your project will run longer than three years, a new application is required after the third year. If this is applicable to you, please use the previous question to provide the IACUC with previously approved protocol information.

* Start date:

22-Sep-2021

* End date:

22-Sep-2022

* **Study Objectives and Procedures**

Describe the specific aims of the course related to the use of animals, a detailed description of procedures involving animal use, and a brief overview of the methodology:

Type your updated response directly into the application. Make sure the project is unlocked or you will not be able to make any changes. |

* **Animals**

List the species, number of animals, site location below, and justification of choice of species below.

Navigate to the section that requires your attention. In this case, it's a red exclamation point meaning that a question is being asked that you must answer. Scroll over the red exclamation point to view the question. You must click the red exclamation point to respond to the question.

Common name	<input type="text" value="trest"/>
Species	<input type="text" value="test"/>
Number of Animals	<input type="text"/>
Site Location	<input type="text" value="test"/>
Justification for Choice of Species and Numbers Used	<input type="text" value="tset"/>

b. Will animals be housed at Western Carolina University for any length of time?
 Yes No

Scroll over the red exclamation point to view the question.

c. Will animals be held in traps in the field for any length of time?
 Yes No

To: Coordinator - PI - Response Required For: Are you sure?

d. Will animals be transported to campus or other location?
 Yes No

Comment Filter By: ▼ ▼ Clear Sort By: ▼ Ascending ▼ Clear × Save

Expand All Comment Points Collapse All Comment Points

c. Will animals be held in traps in the field for any length of time? [Comment](#)

⚠ From: Carson, Jamie To: Coordinator - PI

05-Oct-2021 12:43 PM [Reply](#) [Forward](#)

Clicking on the red exclamation point will open a popup that allows you to respond to the question.

d. Will animals be transported to campus or other location?

The same response template will populate. Respond and post accordingly. Close the popup.

Comment Filter By: ▼ ▼ Clear Sort By: ▼ Ascending ▼ Clear ×

c. Will animals be held in traps in the field for any length of time? [Comment](#)

⚠ From: Carson, Jamie To: Coordinator - PI

05-Oct-2021 12:43 PM [Reply](#) [Forward](#)

Carson, Jamie ; Coordinator Response Required
 - PI Make Comment Public

Post To...

Subject c. Will animals be held in traps in the field for any length of time?

Message

B I U abc [List Icons] x₂ x² [Grid Icon] Format ▼
 (inherited font) ▼ (inherited size) ▼ A ▼ [Color Picker] [Settings Icon]

When you are done with all clarifications and questions:

<https://wcu.infoedglobal.com/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=5834C6D4-2866-43ED-8995-6F885B2B7912&recordid=98632477>



Save

Lock Form

(1) Navigate to the assignment tab.

ASSIGNMENT	ASSIGNMENT
PROJECT SUMMARY ✓	Your research protocol, 2021-09-14-01, Enter a new project title here, requires modifications. Please click the link below to open the protocol and complete modifications.
EXPERIENCE AND TRAINING	
UNAFFILIATED PERSONNEL	
EXPERIMENTAL STRESS AND PAIN	
ANESTHESIA, EUTHANASIA AND DISPOSITION OF ANIMALS	
SAFETY AND TRAINING	
PRINCIPAL INVESTIGATOR'S STATEMENT	
ALL PAGES	

Comments:

Next Step/Decision: Compliance Office

Assign to: **(3) Click "I am done"** Automatic as per configurations.

I am done

(2) Lock the form. You cannot resubmit unless the form is locked.

The window will close and the assignment will disappear from the Assignments tab. You are done with modifications.