

IACUC Submission Guide

2023 IACUC meeting schedule and submission deadline:

Institutional Animal Care and Use Committee (IACUC) North Florida/South Georgia Veterans Health System

2023 meeting schedule (3rd Tuesday of each month)											
1/17/2023	2/21/2023	3/21/2023	4/18/2023	5/16/2023	6/20/2023	7/18/2023	8/15/2023	9/19/2023	10/17/2023	11/21/2023	12/19/2023

2023 Submission Deadline (1st Tuesday of each month)											
1/3/2023	2/7/2023	3/7/2023	4/4/2023	5/2/2023	6/6/2023	7/4/2023	8/1/2023	9/5/2023	10/3/2023	11/7/2023	12/5/2023

IACUC meetings are held on the 3rd Tuesday of every month. For each meeting, the deadline for package submissions is close of business on the 1st Tuesday of the month.

***Training** for all study personnel must be up-to-date and available in IRBNet. All study team members should have CITI profile linked to their IRBNet user profile and have the project shared with them. [Any required VA TMS courses must be uploaded to the Users IRBNet profile.](#)

The PI or designee must digitally sign each IACUC package upon submission.

Initial Submission*

Required	Location
1. ACORP Main Body	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers
2. Applicable ACORP Appendices	
3. IACUC Abstract	
4. ERDSP	
5. VA Project Coversheet Wizard	In IRBNet submission > Designer > Start a Wizard > Project Coversheet Wizard
6. UF IACUC Submission (<i>if applicable</i>)	

Amendment – Non-PI Personnel Change ONLY*

Required	Location
1. IACUC Personnel Change Form	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers
2. ERDSP	

Amendment – PI Change*

Required	Location
1. ACORP Main Body 2. <i>Applicable</i> ACORP Appendices 3. IACUC Personnel Change Form 4. ERDSP	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers
5. Updated VA Project Coversheet Wizard	In IRBNet submission > Designer > Start a Wizard > Project Coversheet Wizard

Amendment – Significant Change

Required	Location
1. ACORP Main Body 2. <i>Applicable</i> ACORP Appendices 3. IACUC Significant Change form 4. ERDSP	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers

Annual Renewal* *Only required for FDA-regulated species*

Required	Location
1. IACUC Request for Continued Approval or Study Closure	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers
2. VA Project Coversheet Wizard <i>if updating is required</i>	In IRBNet submission > Designer > Start a Wizard > Project Coversheet Wizard

Triennial Renewal*

Required	Location
1. ACORP Main Body 2. <i>Applicable</i> ACORP Appendices 3. IACUC Abstract 4. IACUC Request for Continued Approval or Study Closure 5. ERDSP	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers
6. VA Project Coversheet Wizard <i>if updating is required</i>	In IRBNet submission > Designer > Start a Wizard > Project Coversheet Wizard

Study Closure

Required	Location
1. IACUC Request for Continued Approval or Study Closure 2. IACUC Abstract (Final)	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers