

## 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 3<sup>rd</sup> Tuesday of every month. For each meeting, the deadline for package submissions is close of business on the 1<sup>st</sup> Tuesday of the month.**

**\*Training** for all study personnel must be up-to-date and available in IRBNet. Study team members should have CITI profile linked to their IRBNet user profile and have the project shared with them

#### Initial Submission\*

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

#### Amendment – Non-PI Personnel Change ONLY\*

Required	Location
1. IACUC Personnel Addition <i>if adding personnel</i> 2. IACUC Personnel Removal <i>if removing personnel</i> 3. ERDSP	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers

#### Amendment – PI Change\*

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

Updated: 2023 0302

**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	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers