IACUC Submission Guide

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

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.

2024 meeting schedule (3rd Tuesday of each month)											
1/16/2024	2/20/2024	3/19/2024	4/16/2024	5/21/2024	6/18/2024	7/16/2024	8/20/2024	9/17/2024	10/15/2024	11/19/2024	12/17/2024

2024 Submission Deadline (1st Tuesday of each month)											
1/2/2024	2/6/2024	3/5/2024	4/2/2024	5/7/2024	6/4/2024	7/2/2024	8/6/2024	9/3/2024	10/1/2024	11/5/2024	12/4/2024

All submissions must contain the most recent versions of IACUC forms and most recently approved ACORP documents.

Updated IACUC forms can be found on IRBNet under **Forms and Templates, NF/SGVHS IACUC, Gainesville, FL – Documents for Researchers**

As ACORP documents (Main Body, Appendices) are reviewed and approved by the Committee, a clean Word and PDF copy will be uploaded to the project within IRBNet. These clean, approved Word documents (visible in "Reviews") are to be utilized for making revisions. Initially approved ACORP documents receiving IACUC approval of revisions will carry a *footer* to identify when the revision was voted on/approved. Please ensure this footer remains on the revised form so that it can be easily identified as the most recently approved document. If you are unable to locate these clean Word documents, please contact the IACUC Coordinator or Committee Manager for assistance.

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

Incomplete packages or submissions with out of date forms and documents will be returned to the Research Team.

For every submission, all required Training for all study personnel must be up-to-date and available in IRBNet. All study team members must have their CITI profile linked to their IRBNet user profile and have the project shared with them. TMS courses do not automatically link/upload to IRBNet. Any required VA TMS courses must be uploaded by the User to their IRBNet profile.

PERSONNEL: To be approved to be added/included in a VA Research Study on VA time or on VA Property, all personnel must have a VA appointment (including full and part-time employees, without compensation (WOC) employees, and individuals appointed or detailed to VA under Intergovernmental Personnel Act (IPA).) *

NEW IRBNET WIZARD – VA-Study Team Tracking Sheet must be completed with each New Study and Triennial Renewal.

Updated: 2024 0312

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 *ERDSP must be digitally signed by the PI or designee
5. VA Project Coversheet Wizard	In IRBNet submission > Designer > Start a Wizard > Project Coversheet Wizard
6. VA Study Team Tracking Sheet Wizard	In IRBNet submission > Designer > Start a Wizard > VA-Study Team Tracking Sheet
7. UF IACUC Submission (*if applicable*)	

Amendment – Non-PI Personnel Change ONLY*

<mark>Without compensation (WOC) personnel being added to projects have a current WOC appointment</mark>

Required	Location
1. IACUC Personnel Change Form 2. ERDSP (*Enterprise Research Data Security Plan*)	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers

Amendment – PI Change*

Required	Location
1. ACORP Main Body 2. *Applicable* ACORP Appendices	IRBNet > My Projects > Select Project Title > Reviews. Document type "Other", labeled CLEAN
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

Change in Principal Investigator requires review and approval by IACUC, SRS and R&DC.

Amendment – Significant Change

Required	Location
1. ACORP Main Body 2. *Applicable* ACORP Appendices	IRBNet > My Projects > Select Project Title > Reviews. Document type "Other", labeled CLEAN
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 *if updating is required*	In IRBNet submission > Designer > Start a Wizard > Project Coversheet Wizard
3. VA Study Team Tracking Sheet	In IRBNet submission > Designer > Start a Wizard > VA Study Team Tracking Sheet

Triennial Renewal

Required	Location
1. ACORP Main Body 2. *Applicable* ACORP Appendices	IRBNet > My Projects > Select Project Title > Reviews. Document type "Other", labeled CLEAN
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 *if updating is required*	In IRBNet submission > Designer > Start a Wizard > Project Coversheet Wizard
7. VA Study Team Tracking Sheet Wizard	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

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