

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.

2025 IACUC meeting schedule and submission deadline:

2025 Submission Deadline (1st Tuesday of each month)											
1/7/2025	2/4/2025	3/4/2025	4/1/2025	5/6/2025	6/3/2025	7/1/2025	8/5/2025	9/2/2025	10/7/2025	11/4/2025	12/2/2025

2025 meeting schedule (3rd Tuesday of each month)											
1/21/2025	2/18/2025	3/18/2025	4/15/2025	5/20/2025	6/17/2025	7/15/2025	8/19/2025	9/16/2025	10/21/2025	11/18/2025	12/16/2025

- **All submissions must contain the most recent versions of IACUC forms and most recently approved ACORP documents.**
- **Records Management** - Electronic records must be stored in a secured folder on the R drive. Create an R drive folder for the study using the following path/file name: [R:\Investigators\Principal Investigator Name\IRBNet# Brief Study Name](#). This storage location must be included in the Enterprise Research Data Security Plan (ERDSP).
- **Updated IACUC forms can be found on IRBNet under [Forms and Templates, NF/SGVHS IACUC, Gainesville, FL – Documents for Researchers](#)**
- **The PI or designee must digitally sign each IRBNet package upon submission.**
- **Incomplete packages, submissions with out of date forms and documents will be returned to the Research Team.**
- 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 the next set of revisions. Initially approved ACORP documents receiving IACUC approval of revisions will carry a **footer** to identify when the revision was voted on/approved. 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 Committee Manager for assistance.
- 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 and TMS accounts linked to their IRBNet User Profile and have the project shared with them. **[TMS was integrated into IRBNet in November 2024. Core courses such as Government Ethics, Privacy and HIPAA are now visible in IRBNet if your TMS account is linked to IRBNet.](#)**
- **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).)*
- **IRBNET WIZARD** – VA-Study Team Tracking Sheet must be completed with each New Study and Triennial Renewal.

Initial Submission

Required	Location
1. Research Protocol Submission Coversheet 2. ACORP Main Body 3. Applicable ACORP Appendices 4. Research Protocol Abstract 5. ERDSP Wizard	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard
6. VA Project Coversheet Wizard	In IRBNet submission > Designer > Start a Wizard > Project Coversheet Wizard
7. VA Study Team Tracking Sheet Wizard	In IRBNet submission > Designer > Start a Wizard > VA-Study Team Tracking Sheet
8. UF IACUC Submission (if applicable)	

Amendment – Non-PI Personnel Change ONLY

WOC and IPA personnel being added to projects must have a current VA appointment

Required	Location
1. Research Protocol Submission Coversheet	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers
2. ERDSP Wizard (If applicable)	In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard

Amendment – PI Change*

Required	Location
1. Research Protocol Submission Coversheet 2. ACORP Main Body 3. Applicable ACORP Appendices	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers IRBNet > My Projects > Select Project Title > Reviews. Document type “Other”, labeled CLEAN
4. ERDSP Wizard (If applicable)	In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard
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. Research Protocol Submission Coversheet	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers
2. ACORP Main Body	IRBNet > My Projects > Select Project Title > Reviews. Document type “Other”, labeled CLEAN
3. <i>Applicable</i> ACORP Appendices	
4. ERDSP Wizard (<i>if applicable</i>)	In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard

Annual Renewal (*Only required for USDA-regulated species*)

Required	Location
1. Research Protocol Submission Coversheet	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers
2. IACUC Request for Continued Approval or Study Closure	
3. VA Project Coversheet Wizard	In IRBNet submission > Designer > Start a Wizard > Project Coversheet Wizard
4. VA Study Team Tracking Sheet Wizard	In IRBNet submission > Designer > Start a Wizard > VA Study Team Tracking Sheet

Triennial Renewal

Required	Location
1. Research Protocol Submission Coversheet	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers
2. Research Protocol Abstract	
3. IACUC Request for Continued Approval or Study Closure	
4. ACORP Main Body	IRBNet > My Projects > Select Project Title > Reviews. Document type “Other”, labeled CLEAN
5. <i>Applicable</i> ACORP Appendices	
6. ERDSP Wizard (<i>if applicable</i>)	In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard
7. VA Project Coversheet Wizard	In IRBNet submission > Designer > Start a Wizard > Project Coversheet Wizard
8. 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	IRBNet > Forms and Templates > Library: NFSGVHS IACUC, Gainesville, FL – Documents for Researchers