Add a Species
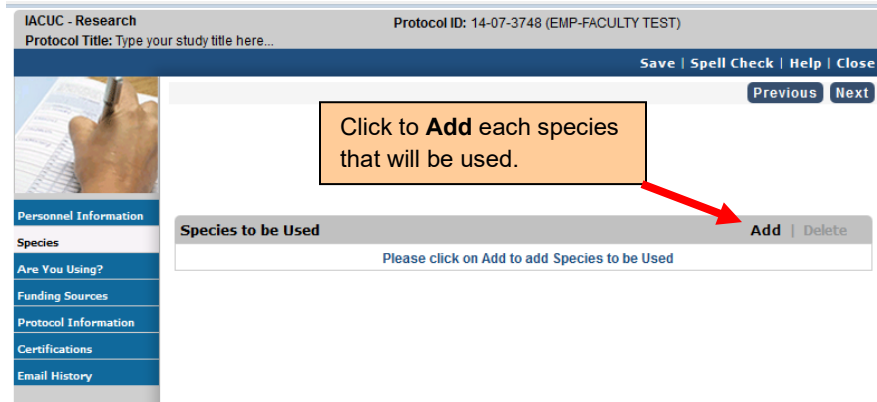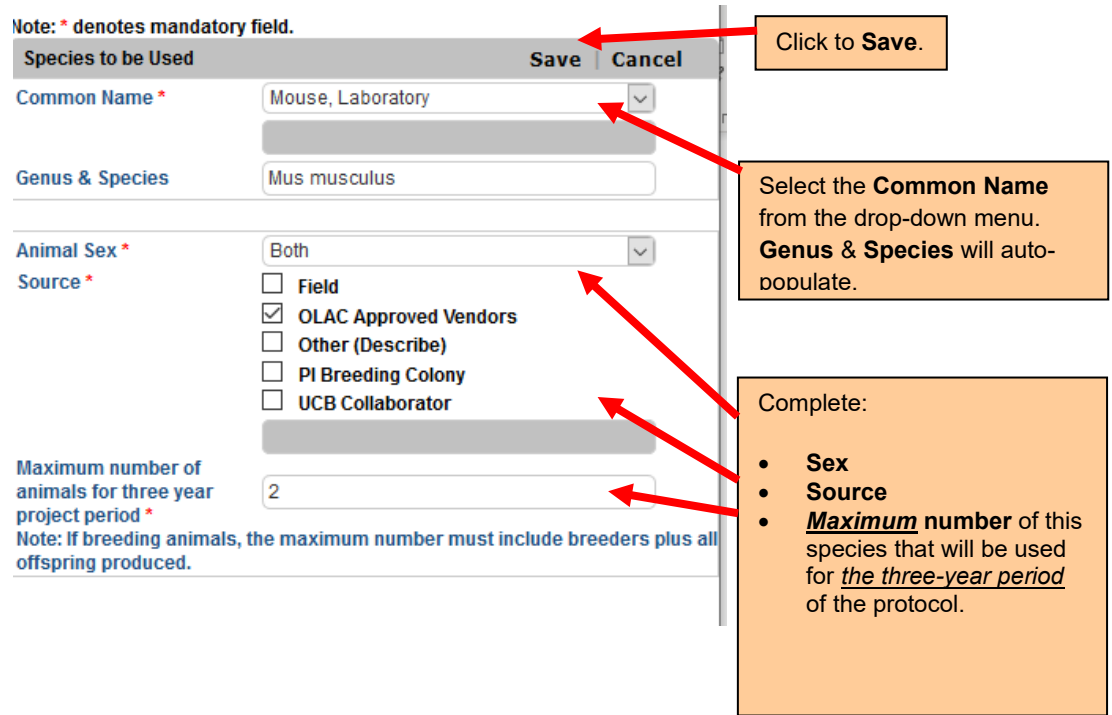
1) Click on the **Species** link in the left margin.

2) To add a species of animal to your protocol, click on the **Add** button.

3) In the **Species to be Used** pop-up window, select the common name of the species you want to use from the drop-down menu.

    a. The **genus** and **species** will auto-populate for common names selected from the drop-down menu. If the common name you plan to use is not found in the drop-down menu, select **Other** and type in the common name, genus and species.

4) Complete the **Sex** and **Source** sections.

    a. If you are obtaining the same species from multiple sources (e.g., OLAC-approved vendor, PI breeding colonies, UCB collaborator, Field or Other), check all the boxes that apply.

    b. If UCB Collaborator is selected as a Source, you will be asked to update section 2. **Collaboration with Other Investigator(s)** in the **Are You Using?** section of the protocol form (see image below).

5) Enter the **maximum number of animals** you are proposing to use **_over the next three years_**.

    a. You will be asked to provide a justification for the number of animals you are proposing to use in the **Rationale** section, found under **Protocol Information**.

    b. If you are breeding animals, the maximum number of animals should include all breeders plus _all_ offspring produced (including offspring culled prior to weaning). You will be asked for additional details when you add **Breeding** as a **Procedure** under the **Protocol Information** section of the form.

6) Click the **Save** button (see screen shot on page 1).

7) You can add multiple species, following steps 2-6, above.

8) To delete a species, click on the check-box next to the line item, then click the blue **Delete** button.

9) To modify an entry, click on the **Common Name** link to take you to the species pop-up menu.

Click to **Add** or **Delete** a species.

Click on the **Common Name** link to **edit the species** used.

10) Phenotypes

a. If you are using multiple strains, check 'Yes' and 'Add'. If you have an extensive list of strains to be utilized in your studies, you may also type "see attachment" and attach a list of all the strains, using the **Attachments** tab found under **Protocol Information** section of the protocol.

b. *Note: You must complete the sections **Personnel Information** through **Funding Sources** before you will be able to move back and forth freely in the application form, including to the **Attachments** tab found under the **Protocol Information** section of the protocol.*

If using strains with adverse phenotypes, check 'Yes' and select 'Add' to type in information. If necessary, write "see attached" and attach a list in the **Protocol Information - Attachments** section.