

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.

The screenshot shows the IACUC Research protocol form. The top header includes 'IACUC - Research' and 'Protocol ID: 14-07-3748 (EMP-FACULTY TEST)'. Below the header is a 'Protocol Title' field. A left-hand navigation menu contains several links: 'Personnel Information', 'Species', 'Are You Using?', 'Funding Sources', 'Protocol Information', 'Certifications', and 'Email History'. A red arrow points to the 'Species' link. The main content area shows the 'Species to be Used' section with an 'Add' button and a 'Delete' button. Below the 'Add' button is a text prompt: 'Please click on Add to add Species to be Used'.

- 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.

The screenshot shows the 'Species to be Used' pop-up window. It contains several fields and sections:

- Common Name ***: A drop-down menu with 'Mouse, Laboratory' selected. An annotation points to this field: 'Select the **Common Name** from the drop-down menu. **Genus & Species** will auto-populate.'
- Genus & Species**: A text field containing 'Mus musculus'.
- Strain(s) or Breed(s)**: A text field. An annotation points to this field: 'Fill in **Strains or Breeds**, if appropriate, or type "see attached" and attach a list in the **Protocol Information - Attachments** section.'
- Animal Sex ***: A drop-down menu with 'Both' selected.
- Source ***: A section with several checkboxes:
 - Field
 - OLAC-approved Vendors
 - Other (Describe)
 - PI Breeding Colony
 - UCB Collaborator
- Proposed Housing Location ***: A drop-down menu with 'OLAC Vivarium' selected.
- Building Name**: A drop-down menu with 'LSA 6th floor' selected.
- Room Number**: A text field with '625' entered.
- Maximum number of animals for three year project period ***: A text field with '300' entered.

At the top right of the pop-up window are 'Save' and 'Cancel' buttons. An annotation points to the 'Save' button: 'Click to **Save**.'

At the bottom of the pop-up window is a note: 'Note: If breeding animals, the maximum number should include breeders plus all offspring produced.'

On the right side of the pop-up window, there is a box titled 'Complete:' with a list of required fields:

- **Sex**
- **Source**
- **Proposed Housing Location**
- **Maximum** number of this species that will be used for the three-year period of the protocol.

- a. The **genus** and **species** will auto-populate for common names selected from the drop-down menu.
 - b. 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) Type-in the strain(s) of the species you plan to use.
- a. If you are using multiple strains, list them here. 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 **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.*
- 5) Complete the **Sex**, **Source**, and **Proposed Housing Location**.
- 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 you are housing the same species in multiple locations (OLAC Vivarium, Other), you will need add multiple entries for each housing location of the same species.
- 6) 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.
- 7) Click the **Save** button (see screen shot on page 3).
- 8) You can add multiple species, following steps 1-6, above.
- 9) To delete a species, click on the check-box next to the line item, then click the blue **Delete** button.
- 10) To modify an entry, click on the **Common Name** link to take you to the species pop-up menu.
- 11) Click on **Next** to proceed to the next section of the protocol.

See screen shot on next page

IACUC - Research Protocol ID: 14-07-3748 (EMP-FACULTY TEST)
Protocol Title: Type your study title here... Save | Spell Check | Help | Close

Previous Next

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

Species to be Used Add | Delete

	Common Name	Genus & Species	Source	Proposed Housing Location	Maximum number of animals for 3 year project period
<input type="checkbox"/>	Mouse	Mus musculus	OLAC Approved Vendors	OLAC Vivarium	500
<input type="checkbox"/>	Rat	Rattus norvegicus	OLAC Approved Vendors	OLAC Vivarium	100

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

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