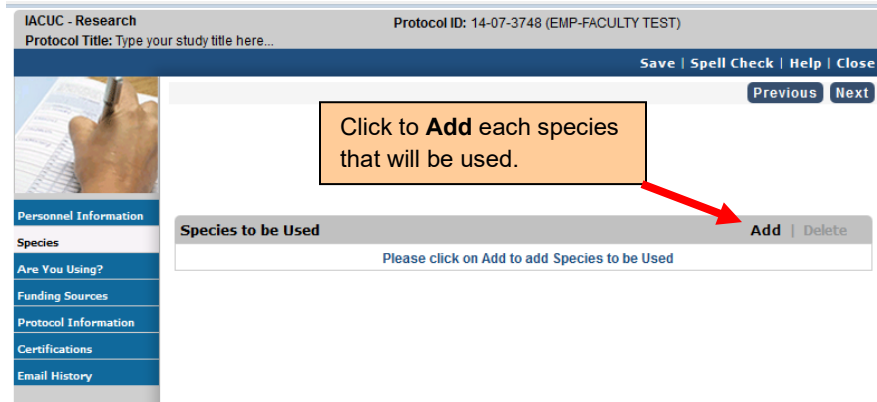
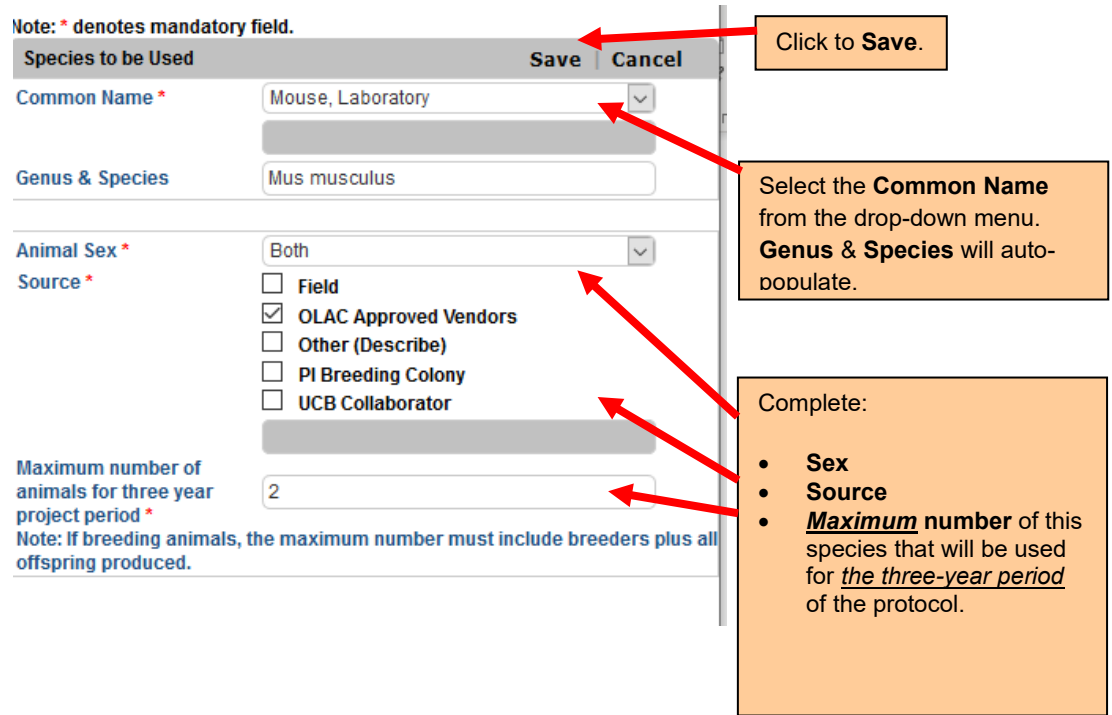


Add a Species


- 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).

Amendment	<p>NOTE: Select either "yes" or "no" for <u>each</u> question. If you select "yes", click on the "Add" button to provide required information.</p> <p>Are You Using?</p> <p>NOTE: The questions below are used to identify special circumstances where:</p> <p>1) Animals are used in teaching or field research; 2) Additional oversight by regulatory agencies may be required; 3) Coordination with campus compliance committees may be required; and, 4) Personnel health and safety issues need to be addressed. 5) Please include any SOPs or other supportive documents in the Attachment Section.</p> <p>1. Are you using live vertebrate animals for teaching? * <input type="button" value="Yes"/> <input checked="" type="button" value="No"/></p> <p>Teaching</p> <hr/> <p>2. Collaboration with Other Investigator(s) * <input type="button" value="Yes"/> <input checked="" type="button" value="No"/> </p> <p>A collaboration is defined as working jointly with others or together especially in an intellectual endeavor using animals in research, testing or teaching. If there are animal transfers or changes in animal ownership between UC Berkeley PIs; and/or collaborators at other institutions such cooperation must comply with applicable ACUC policies and Guidelines on Animal Transportation. When collaborators are transferring animals between UCB and other institutions, a Memorandum of Understanding (MOU) must be in place and a Material Transfer Agreement (MTA) may be required. Contact OACU for MOU assistance.</p> <p>Institution(s)</p> <hr/>
Personnel Information	
Species	
Are You Using?	
Funding Sources	
Protocol Information	
Certifications	
Return Notes	
Protocol Notes	
Print View	
Event History	
Email History	

- 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.

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

Personnel Information
 Species
 Are You Using?
 Funding Sources
 Protocol Information
 Certifications
 Check For Completeness
 Submit Form
 Print View
 Event History
 Email History

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 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.*

Species to be Used			Add	Delete	Clone
	Common Name	Genus & Species	Source		
<input type="checkbox"/>	Mouse Laboratory	Mus musculus	OLAC Approved Vendors		

Any strains with adverse phenotypes?

Yes No

Phenotypes			Add	Delete	
	Strain	Expected Phenotypes	Mitigation		
<input type="checkbox"/>	test	test1	test2		

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.