

Filling Out the eForm- Vertebrate Animal Use

This reference document will cover basic information related to how the form works, the types of questions contained in the form, and how to respond to form questions related to vertebrate animal studies.

When to use the eForm for Vertebrate Animal Use

If you are working with live, vertebrate animals at UAB or directing work with live, vertebrate animals at another institution you will need to complete and submit the eForm for Vertebrate Animal Use. If you are working with invertebrate animals or are registering a project that provides money for training or salary support only but is related to animal work, you should view the tutorials for filling out the eForm for Invertebrate Animal Registration or Documentation of IACUC Review, respectively.

General characteristics of the eForm

The Animal Use Request/Registration form is a single-threaded, smart form.

- **Single-threaded** means that the same form is used for every submission. Once you fill out the eForm for a protocol you will never fill out another form for that record. All amendments, updates, or subsequent submissions will be made using the same form. Whenever you add a new submission, the most recent version of your eForm will automatically load.
- The form is **smart** because it is designed to only ask questions based on your responses. Some questions are species-specific and most questions will not be visible unless your response prompts them to display. Conditional questions will always populate below or on a page after the current question. Be sure to review the entire form before submitting to confirm all questions have been answered.
- Some fields are **pre-populated** with information from the protocol record (e.g. PI, title and personnel).
- The form offers many opportunities for **assistance**. There are hyperlinks and help icons (?) which link to guidance documents, policies, and even examples of responses. Some of these documents require a login the first time they are accessed each session.
- Personnel may be designated as **protocol-specific contacts**. Use the gold (+) to add more than one contact. Personnel specified here will be manually added to emails from the IACUC office related to this protocol. To ensure correspondence is always copied to particular personnel, it is recommended that the PI add this person(s) as a delegate.
- In general, every yes or no question must be completed. For lists, the instructions will indicate whether more than one option should be selected. Text fields should contain a response even if it is “not applicable”.
- **Save** your work often. The system has a “timeout” security feature. As long as you save your work within the eForm you will not lose any edits if the system times out during your session.

Filling out the form for Vertebrate Animal Use

Section I

- Select Vertebrate Animal Use as the Purpose of Submission.
- Select the appropriate description of the work proposed in the protocol. Note that only **one** option should be selected. In this reference we will only cover the UAB Studies option. **UAB Studies** is used for all experimental studies performed at UAB or directed by UAB personnel at another institution. For more information on the other options, use the help links or for Standard Operating Procedures see the video for “Filling out the eForm- Standard Operating Procedures”.
- Now select the Kind of Submission.
 - a. **Initial** should only be selected if this is a brand new protocol that has never been reviewed by the IACUC.
 - b. **Response** is used when submitting a revised eForm during IACUC review.
 - c. **Continuation/Modification** can be used for amendments or annual updates for protocols that have already been transitioned to the eForm.
 - d. The **Third Year Renewal** option should be used for either review in the third year of the project or for the transition of an existing protocol to the eForm.

Section II

This section requests information about the source of funding.

- For **externally funded** projects you are asked to provide the agency and OSP number (if known). You should only upload a copy of the grant if it has not yet been submitted to OSP (e.g. agency requires IACUC approval prior to grant submission, or the project is funded by the VA).
- For **internally funded** projects you must provide the source of the funds (e.g. department, startup funds, gift). While the IACUC does not require a project plan for submission, it is highly recommended that you provide a brief plan for the proposed studies. If the overall experimental goal is not clear to the review team from simply reading the protocol, the plan may be requested during review which could delay approval.

Section III

In this section you must provide the objectives and purpose of the study. This is a summary of why you are proposing to do this study and should be written in non-technical language. It should include:

- what is being studied
- why it is important
- what you think the outcome will be
- what benefit the study might provide

Section IV

This is a conditional section based on your previous responses. This section includes an embedded eForm that contains all of the procedure-related questions for the protocol. You will need to enter the kind of animal next to each form. To add multiple species, click the gold (+).

Section V

This section asks a few general questions about OH&S-related procedures. Checking yes to any question will provide more information about what steps you may need to take for registering your project with the OH&S office.

Personnel

The second page of the main form is the Personnel page. All personnel that will work with animals under this protocol must be listed on this page. Existing protocols will pre-populate with the current approved

personnel. To add personnel, click the gold (+) and use the alpha-split list to select the appropriate person.

For each person listed you must:

- indicate whether or not they will perform surgery by checking yes or no
- indicate the species with which a person will work (if multiple species are requested)

An emergency contact number (nonUAB) must be provided for at least one person listed in this section.

If you would like to remove previously approved personnel, enter a date in the End Date field.

Notice that training information is displayed for each person. This is your opportunity to check that all staff have completed the required training prior to submission.

Species Specific Information

This embedded form has multiple pages that you can navigate by clicking on the tabs or by selecting All Pages to continuously scroll through the entire form. We will not review all of the questions in this form for this reference, but will look at some of the most common issues that occur with submissions for each of these pages. Remember, all yes or no questions must be answered. For text fields or lists, it is important that you read the instructions.

Page A. General Information

The first page asks that the type of animal be entered in order to populate the species-specific questions. If you will take live animals to your lab or other space for procedures, be sure to include any new or currently approved non-ARP spaces in the Animal Procedure Areas section.

Page B. Procedures

Page B first requests an overview of animal use. The overview is a brief summary of what will happen to the animals over the course of the study. This could include a timeline of what procedures will occur for specific groups and at what timepoints. Details of procedures are not required here.

In the Housing and Care section, you will be asked to indicate any nonstandard husbandry. Note that the checkboxes in the standards list should only be checked if you will deviate from the listed standard.

The last question on this page is very **important** since the response controls a hidden page in the form. If you will be doing any procedures besides breeding, special husbandry or euthanasia, you must check Yes. This includes but is not limited to tissue collection for genotyping, performing surgery, imaging, and studies of disease or injury. A good rule of thumb is to review your overview. If you have listed procedures in the overview that you have not yet been asked to provide details for, then you should probably check Yes. Checking yes reveals a second procedures page in the tabs.

Procedures Continued

This page contains several additional procedure sections. If you are performing procedures that do not correspond with the categories listed in the form, there is a section at the bottom of the page for “other” information. This includes procedures, administered agents, or simply information that you need to include in the protocol that has not already been detailed.

Page C. Administered Agents

The content on this page is primarily controlled by the procedure sections on the Procedures and Procedures Con't pages. In each section there is a question that asks if materials will be administered for this procedure. This could include anesthetics, analgesics, treatments or other drugs. Checking yes for this question in any section will create a corresponding table on the

Administered Agents page. Tables generated on this page should not be left blank. If you realize you do not have any agents to add to the table return to the procedure section on the preceding pages and check no for this question. There is one exception for blank tables. When the main question for Immunizations is checked yes, 2 tables automatically populate on the Administered Agents page. There may be circumstances where a booster immunization is not used. In those cases this table may be blank.

Page D. Responsible Use of Animals

The most difficult question on this page is the Estimate of Animal Numbers and justification. It is important to note that the estimate of animals to be used section is different from the old IACUC form in 2 ways:

1. The old UAB pain categories (A, B, C) have been changed to the USDA pain categories (C, D, E). The criteria for these categories is still the same.
2. You are now asked to provide the number of animals for the whole project rather than by year. If you are filling out the eForm for an existing protocol, please only request the total number of animals required to complete the project and not any animals that have already been used.

Page E. Minimization of Pain or Distress

Questions on this page will be dependent on which procedures you are performing and the pain categories in use. Please be aware that the IACUC defines **death as an endpoint** as allowing an animal to die without intervention. Performance of euthanasia is not considered death as an endpoint.

Page F. Animal Disposition

The last page covers euthanasia and alternative endpoints for animals in the study. Be sure to check yes or no for all options. The methods of euthanasia displayed will differ based on the Species you indicated on the General Information page. For the 2-step process, any of the listed physical methods are acceptable as secondary methods of euthanasia. You must indicate the method(s) for inducing unconsciousness.

When you are finished with the Species Specific Information form, check the Complete box to save and complete the embedded form. When you are finished with all editing, check the Complete box on the main form to save and complete the entire protocol form. You are now ready to Submit. For more information on completing and submitting the eForm see the video for "Completing, submitting and responding to IACUC review on the eForm".