
IACUC NEWSLETTER – August 2016

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IRBNet

IRBNet ~ the web-based protocol submission program used by the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC) ~ defaults to the IRB in the following areas: **Designer**, **Submit Package** and **Forms and Templates**. IACUC materials can be accessed by clicking the pick arrow to the right of CMU IRB on the **Designer** and **Forms and Templates** pages. On the Submit Package screen, uncheck the box in front of Only show My Default Boards, click down once on the pick arrow then select CMU IACUC.

The IACUC forms currently in use can be found on IRBNet.org under **Forms and Templates > Documents for Researchers**. Please do not re-use forms that you may have stored on your computer. The use of an outdated form will result in a submission being returned.

All packages must be signed the Principal Investigator (PI) and co-PI's, if applicable. By signing a package, each signatory indicates the information contained in the package is accurate and complete, to the best of their knowledge, and that the study has been designed in accordance with all applicable federal and institutional requirements. Signing a package replaces a handwritten signature previously provided on the (hardcopy) assurance page.

Upload ≠ Submit

- To assemble a document package, materials are uploaded using the **Designer** feature.
- A completed package is then submitted by selecting the **Submit this Package** tab and following the prompts.

All communication related to a proposal should take place within the IRBNet system in order to preserve a thorough history of the project, from upload to formal closure of a study. Maintaining this history allows one to easily search for and find specific information regardless of the number of packages associated with a given study.

CITI completion reports must be uploaded to IRBNet by each member of the research team. Instructions on how to link your CITI account with IRBNet can be found here:

https://www.cmich.edu/office_provost/ORGS/ComplianceandResearchIntegrity/InstitutionalAnimalCareandUseCommittee/Pages/iacuctutorials.aspx.

Unsure which CITI courses to take? Contact the IACUC Coordinator at [989-774-7313](tel:989-774-7313) or audrey.l.brown@cmich.edu for assistance.

All members of the research team listed in a given protocol should be knowledgeable of the content of that protocol. Once approved, the protocol may be shared electronically, hardcopy form or on IRBNet. Within the IRBNet system, the principal investigator may choose the level of access when sharing a protocol - Read, Write and Full.

Note: Each person with whom a submission is to be shared must be a registered user of IRBNet.

The Animal Acquisition form is now available on the IRBNet website under Other Tools – Forms and Templates. A completed copy of this form should be sent to the IACUC coordinator for all commercial vendor animal purchases or when animals are transferred from one IACUC-approved protocol to another.

Other additions to look for in the IACUC Library on IRBNet are all IACUC-approved policies, guidelines and SOP'S.

Policy Reminder

On February 18, 2016, the IACUC approved a policy establishing the minimal requirements for the use of personal protective equipment (PPE). Follow this link to access and read the policy in its entirety.

https://www.cmich.edu/office_provost/ORGS/ComplianceandResearchIntegrity/InstitutionalAnimalCareandUseCommittee/Pages/Policies.aspx.

Need help navigating the IRBNet system? Have an IACUC-related question? Contact the IACUC Coordinator at [989-774-7313](tel:989-774-7313) or audrey.l.brown@cmich.edu for assistance.

Best wishes for a successful year!

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This Newsletter is produced by the Office of Research Compliance.
Comments and suggestions are welcome and can be sent to IACUC_ADMIN@cmich.edu

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