

Creating a New IACUC Application

Login to InfoEd using your WCU credentials. You will be taken to your home screen in InfoEd. Click on “Compliance Protocols” in the menu on the left.

IACUC submissions may be found in the center of the screen. Click on “IACUC Animal Use Protocol.” A new window will open.

The first part of the application is the Project Summary. Complete the Project Summary section by giving the project a title, selecting a type of project, answering the continuation questions, and entering the activity dates ~~of the~~rese

You will notice more application sections populate after you select the type of project you are submitting.

Continue answering the questions in the application. You may add personnel or change the principal investigator in the Experience and Training section, as well as include Unaffiliate Personnel.

Proceed with the application, answering all questions. When you arrive at the Animals section, click the “Add” button to include the animals that will be used for the project. Complete a separate entry for each species or rodent strain to be used by clicking the “Add” button again.

Proceed with the application, answering all questions. When you get to the Justification for Animal Use section, click the “Add” button to add a procedure. Complete a separate entry for each procedure by clicking “Add.”

Proceed with the application, answering all questions. If Federal, State, or International Permits are required for your project, you will be required to upload the document in the permit section of the application.

When you are done answering the questions in the application, review the Principal Investigator Statement and check the box. Check the box next to "Lock Form" to lock your project. Then click "Submit." Your project has now been