



---

LOYOLA  
UNIVERSITY  
HEALTH SYSTEM

Loyola University Chicago

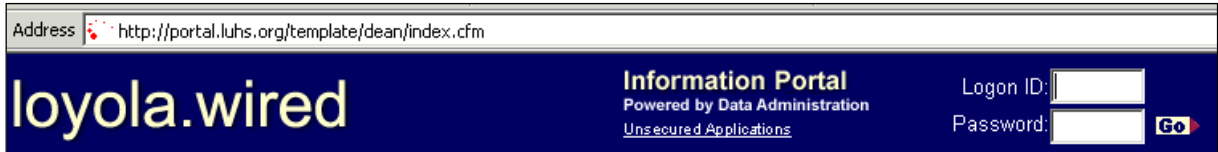
## **LOYOLA UNIVERSITY HEALTH SYSTEM**

# **IACUC Annual Review Manual**

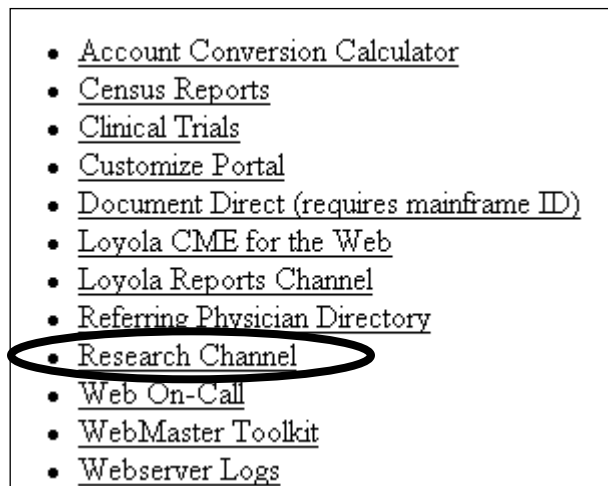
**January 2005**

The **LUHS RESEARCH CHANNEL** option can be found once you log into the Loyola Information Portal from the Loyola Wired Page. The Research Channel option will be part of your Information Portal if you have been given access to use this function.

1. Logon from the **Loyola Wired** Intranet page. You will need to enter your Logon ID (universal ID) and your password.

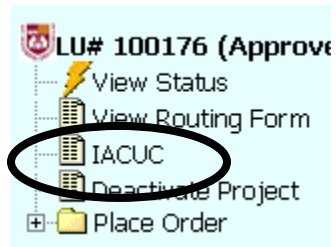


2. Click on **Research Channel**



3. You will now be logged into the Electronic Research Administration Menu.
4. Select the appropriate LU number that coincides with the Annual Review Email that was received.

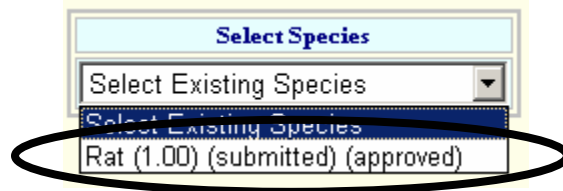
5. Select IACUC on the menu to the left.



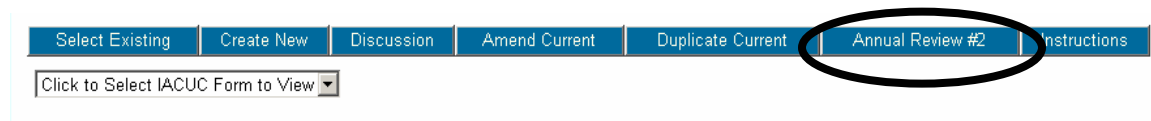
6. Choose Select Existing



7. Choose the appropriate species listed from the email. The Annual Review will only be done on an approved project.



8. The menu will refresh. Choose Annual Review #1, #2, or #3



9. The following is an example of the Annual Review Form:

LU# Sub-ID (Species) 1.01 (Calves)	Original Approval Date 03/01/2004 TERMINATION 03/12/2004
---------------------------------------	---

Please review and respond to each question below. Indicate if there have been any changes, modifications or amendments since the last IACUC review of this Project.

CERTIFICATIONS	No Changes	Not Applicable	Changes made	List section where changes made
Anesthesia	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Analgesia	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Euthanasia Method	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Experimental Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Experimental Drugs/Compounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Numbers of Animals Approved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Lab/Procedure Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Personnel Listed on Protocol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Post-Operative Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Radioactive Elements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Species strain/age/sex/etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>

Are the indicated changes made to the current ACORP?  Yes  No

---

Literature Search	
<b>Search Period:</b> Beginning <input style="width: 80%;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc;" type="button" value="..."/> Ending <input style="width: 80%;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc;" type="button" value="..."/> Most Recent <input style="width: 80%;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc;" type="button" value="..."/>	<b>Search Terms used:</b> <input style="width: 100%; height: 40px; border: 1px solid #ccc;" type="text"/>

List All Personnel
<input style="width: 100%; height: 100%;" type="text"/>

10. The entire annual review form needs to be completed before it is submitted. If there are changes that need to be made in the current ACORP an Amendment will need to be filed as well. The system checks to see if there is a current amendment in the system and if there isn't a current amendment they system will automatically open up the amendment form for completion.