

PI Instructions: How to respond to Action Items

Click on the relevant section that shows there is an action item to respond to,

General Information	✓
General Questionnaire	✓
General Instructions	✓
Personnel	
Legacy ID Number	✓
Lay Summary	1
Project Overview and Proc...	1
Justification of Animal Nu...	✓
Alternative Search	✓
Drugs and Compounds Section	
Surgery Information	✓
Species	✓

Then click on the “Action Item” link. You may also need to edit the protocol section to address the action items (reviewers’ comments).

Lay Summary

IACUC Protocols:

- **Federal regulations** require that procedures involving the use of animals for research, teaching, or testing be designed and performed with due consideration of their relevance to human or animal health, the advancement of knowledge, or the good of society.
- Provide a short summary (about 3-5 sentences), using language understandable to a layperson, avoiding overly technical terms, and defining all acronyms.

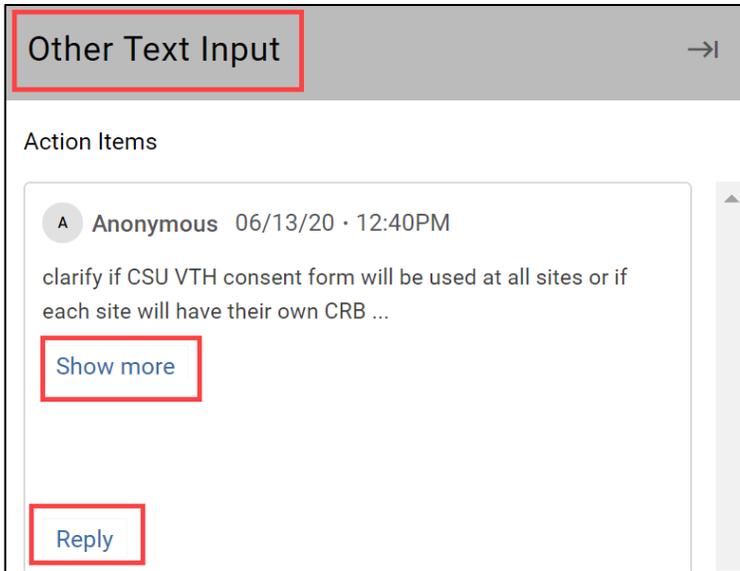
IACUC Waivers:

- Provide information on the type(s) of animals that will be used in this study.
- Provide a sequential description of the procedures the animals will undergo.
- If euthanasia may occur during or at end of study, then include the methods used.

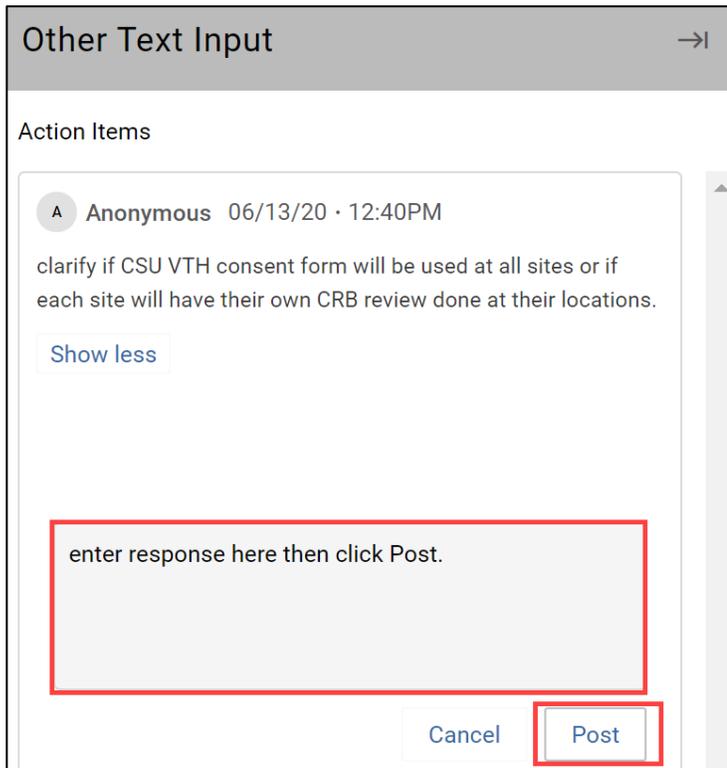
Info here and add more info here as needed, no editing button. |

Action Items: 1

You may click on “Show more” to see the entire comment/text from the reviewer. Then they click on “Reply” to type in your response.



Once you have responded, click “Post” to save your response.



This is what it looks like after the response has been posted.

Other Text Input →

Action Items

A Anonymous 06/13/20 · 12:40PM

clarify if CSU VTH consent form will be used at all sites or if each site will have their own CRB review done at their locations.

Show less

Visibility

Admins Assigned Reviewers Researchers

Show Replies (1 replies)

Reply

If you need to update your response, you can edit it by clicking the 3 dots on the right side of your response, then choose "Edit" when the option appears.

EW Webb, Tracy 06/13/20 · 1:02PM ⋮

enter response here then click Post.

Edit

Delete

When you are done responding to all of the action items, click "Resubmit" in the right side menu. You should receive a confirmation email from KP that the responses were submitted.

- Action Items Summary
- Admin Attachments
- Resubmit**
- Abandon
- Print