

## Kuali IACUC: Frequently Asked Questions

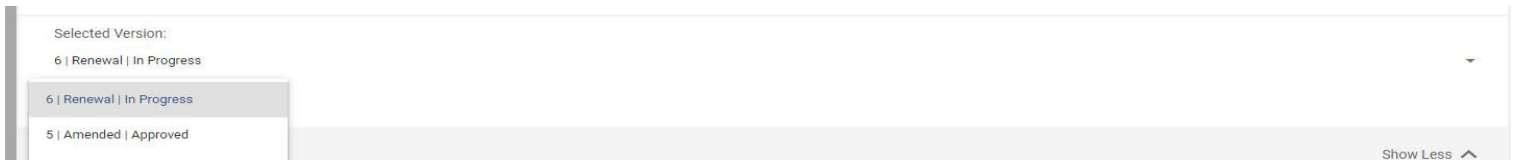
### **Why are the amendment or renewal buttons greyed out—and how do I start a new form?**

If the action buttons are greyed out, it usually means a form (amendment or renewal) was **started previously but not submitted**. When this happens, Kuali opens the **currently approved version** of your protocol by default, which does not allow new actions.

#### **How to fix this:**

1. At the top of the protocol, locate the **“Selected Version”** dropdown menu.
2. Select the version labeled **“In Progress.”**
3. Once you are in the pending version, you should be able to continue and submit your amendment or renewal.

If you do not see an “In Progress” version or need assistance, please contact the IACUC coordinators at [CSU\\_IACUC@colostate.edu](mailto:CSU_IACUC@colostate.edu) for support.



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### **Can I submit an amendment at the same time as my renewal? When will it be reviewed?**

Yes, but timing matters.

If you have sufficient time before your renewal due date, we **strongly recommend submitting your amendment separately** from your renewal. Amendment-only submissions are reviewed more frequently than combined Renew/Amend forms, which can help avoid delays.

If you do submit an amendment with your renewal, please email the IACUC coordinators at [CSU\\_IACUC@colostate.edu](mailto:CSU_IACUC@colostate.edu) so we can ensure your submission is processed as efficiently as possible.

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### **Where can I find my IACUC approval letter?**

Please refer to the help guide titled [“How to Get My IACUC Approval Document”](#) This guide walks you through where to locate and download your approval letter in the system.

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### Why does my protocol include a Procedure Table?

The Procedure Table is designed to help IACUC reviewers quickly see the **big picture** of what animals experience during a study—from Day 0 through study completion.

A few key points:

- The table provides a **high-level, sequential overview** of major procedures.
- It is **not** intended to be a step-by-step description of every activity.
- It also supports reporting needs (e.g., identifying “major” or “invasive” procedures as defined by AAALAC).
- This table is **separate from** questions about Multiple Major Survival Surgeries (MMSS), which have their own section.

### What does *not* belong in the Procedure Table?

Examples include:

- Blood pressure monitoring during a surgical procedure
- Catheter placement performed as part of pre-operative preparation
- IV/IM drug administration used solely for anesthesia induction

If IV/IM drug administration *is* listed in the Procedure Table, it indicates that drug administration is a **study objective**, not just supportive care.

To clarify: **all activities must still be described somewhere in the protocol**, typically in the Project Description, Surgery, or Monitoring sections—even if they do not appear in the Procedure Table.

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