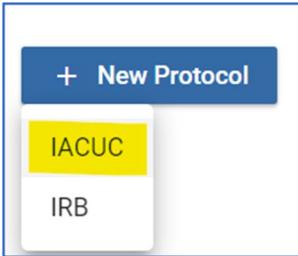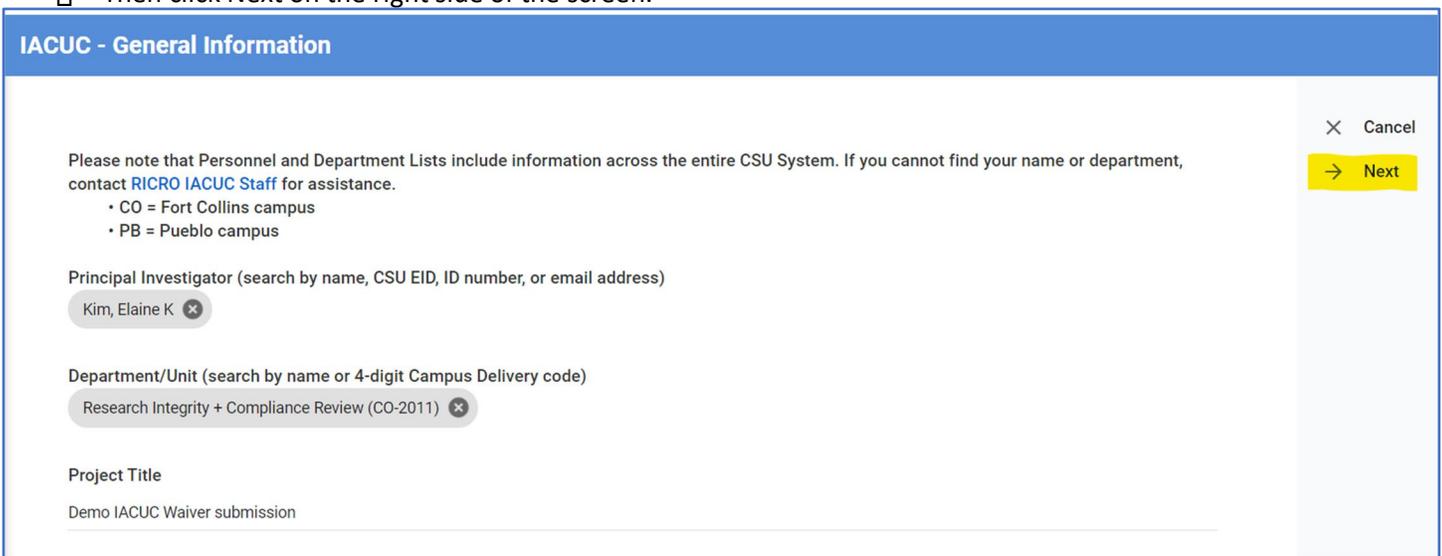**How to fill out an IACUC Waiver + VTH CRB Form**

Log into Kuali Protocols (KP) using your CSU EID and password. Choose CSU Fort Collins and then look at the top right of the screen and click on "+ New Protocol" and choose "IACUC."
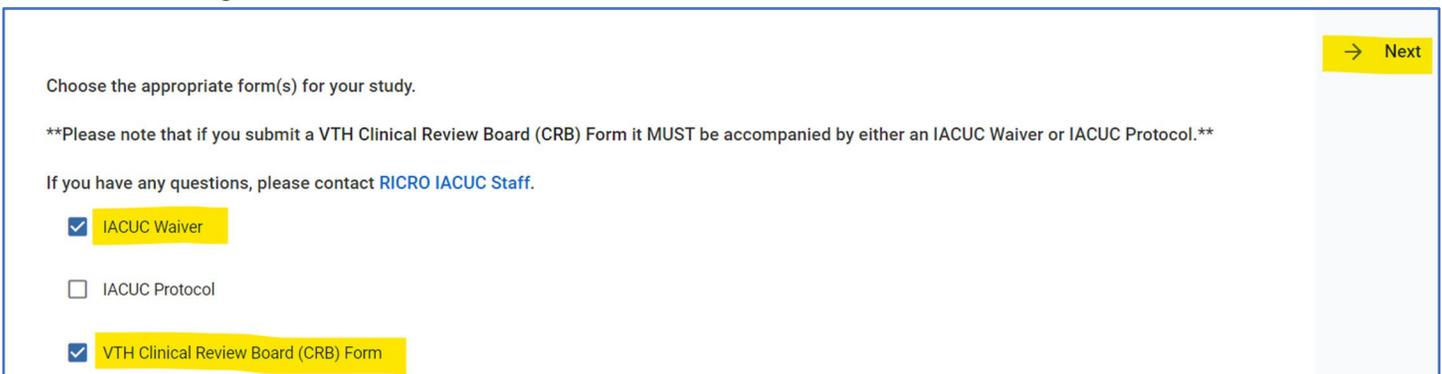

Fill out the General Information section:
- PI Name: this can be the submitter or it can be someone else. Search by typing "Last name, First name" for options to appear.
- Department: it is easiest to type in the 4-digit campus delivery code if you know it. Otherwise start typing the department name for options to appear.
- Project Title: This can be the same name as the grant/award, or it can be whatever is easiest for the PI and protocol personnel to keep track of.

   Then click Next on the right side of the screen.

On the next screen, click the checkboxes next to "IACUC Waiver" and "VTH Clinical Review Board (CRB) Form." Then click Next on the right side of the screen.

Then you will need to fill out the remaining sections of the form.

IACUC Waiver Form:
- Personnel: if the submitter is a temporary employee (e.g. post-doc, resident, student, visitor), then the advising permanent CSU employee must serve as the PI (e.g. faculty, instructor, qualified staff as described in the CSU IACUC PI Policy)
- Lay Summary: Instructions state to include the following pieces of information— ○ *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.*
- Source of Animals: check the appropriate box(es) and answer all followup questions.
- IBC, QA, and Funding sections: respond to all questions in each section as appropriate. If you are not sure how to answer, contact CSU_IACUC@colostate.edu.

VTH CRB Form: This section includes all of the items that the CRB need to do a review of your project, and you can also attach the consent form, client info sheet, and/or study calendar in this section for their review.

Once all of this information has been provided, click "Submit" on right side of the screen. You should get a confirmation email from KP that you submitted an IACUC Waiver + VTH CRB form for review.
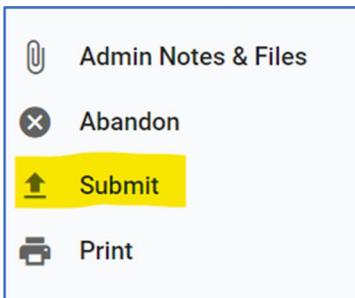
- If you decided that you don't need to submit this form, you can click "Abandon" and it will get rid of the form. If you do this, it is similar to deleting the submission.
- If you are not sure, you an also leave it as is, and it will appear as "In Progress" in the Status column on your "Manage Protocols" page.