How to find and submit a Reportable Event Form for your IACUC protocol
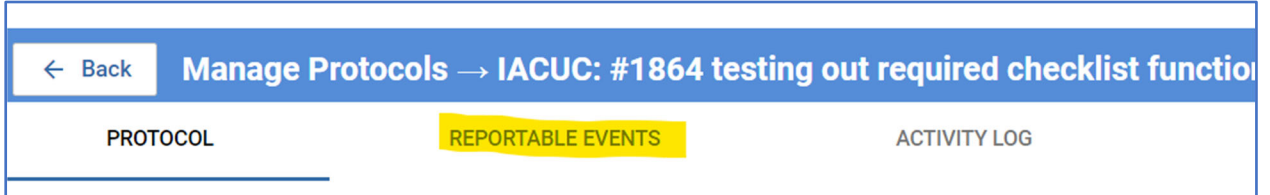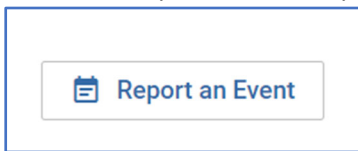
1. After logging into KP with your CSU EID and password, click on the protocol you need to submit the report for.
2. When you have opened the protocol, look along the top and click on "Reportable Event."

3. When the Reportable Event page opens, click on the "Report an Event" button on the top right.

4. When the Reportable Event Form opens up, click on the dropdown menu arrows, and choose the appropriate form.
   a. "Unexpected and/or Adverse Event" and "Protocol Noncompliance" are for IACUC protocols.
   b. *"VTH CRB" is only for CRB protocols, e.g. studies that involved privately-owned animals seen on South Campus, or by VTH Faculty. NOTE: If you are submitting a report for an IACUC protocol and the CRB reviewed/approved the associated consent form, then a report needs to be submitted to the CRB as well.*
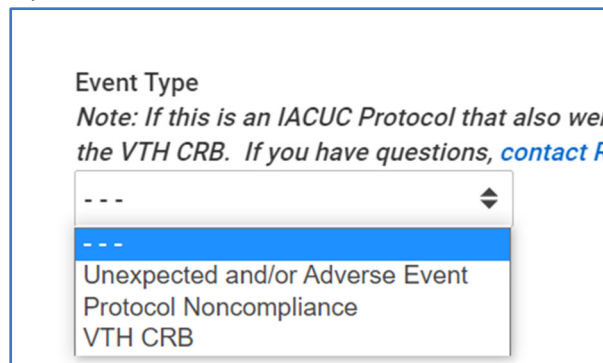
5. For the Event Date, please choose the date when the unexpected event occurred.

Event Type
Note: If this is an IACUC Protocol that also
the VTH CRB. If you have questions, cont

Unexpected and/or Adverse Event ⬍

Event Date

Click here to enter date

📅 June 22, 2021

6. Then fill out the rest of the form, and when you are done, click "Submit for Review" on the right side menu.

✓ Save

⬆ Submit for Review

✕ Delete

📄 Activity Log

📄 View Protocol

The other buttons on the right side menu:
   a. Save: you can save the form and return to it to submit later if needed.
   b. Delete: you can get rid of the form if you created it by accident.
   c. Activity Log: each Reportable Event has its owns Activity Log, separate from the Protocol's Activity Log.
   d. View Protocol: an easy way to access the protocol as you fill out the report.

7. You should get a confirmation email from KP once you submit the report, and if you have any questions, you can contact IACUC Staff.