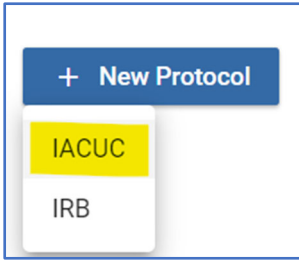


## How to fill out an IACUC Waiver Form

Log into Kualu 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.

A screenshot of a web form titled 'IACUC - General Information'. The form has a blue header. Below the header, there is a note: 'Please note that Personnel and Department Lists include information across the entire CSU System. If you cannot find your name or department, contact RICRO IACUC Staff for assistance.' Below the note are two bullet points: '• CO = Fort Collins campus' and '• PB = Pueblo campus'. There are two search fields: 'Principal Investigator (search by name, CSU EID, ID number, or email address)' with the value 'Kim, Elaine K' and 'Department/Unit (search by name or 4-digit Campus Delivery code)' with the value 'Research Integrity + Compliance Review (CO-2011)'. There is a 'Project Title' field with the value 'Demo IACUC Waiver submission'. On the right side of the form, there are two buttons: 'Cancel' and 'Next' (highlighted in yellow).

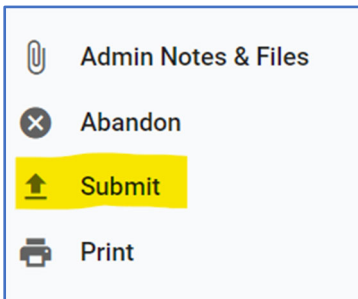
On the next screen, click the checkboxes next to “IACUC Waiver.” Then click Next on the right side of the screen.

A screenshot of a web form for selecting the appropriate form(s) for the study. The form has a blue header. Below the header, there is a note: 'Choose the appropriate form(s) for your study.' Below the note is a bolded instruction: '\*\*Please note that if you submit a VTH Clinical Review Board (CRB) Form it MUST be accompanied by either an IACUC Waiver or IACUC Protocol.\*\*' Below the instruction is a note: 'If you have any questions, please contact RICRO IACUC Staff.' There are three checkboxes: 'IACUC Waiver' (checked and highlighted in yellow), 'IACUC Protocol', and 'VTH Clinical Review Board (CRB) Form'. On the right side of the form, there is a 'Next' button (highlighted in yellow).

Then you will need to fill out the remaining sections of the 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 [RICRO IACUC@mail.colostate.edu](mailto:RICRO_IACUC@mail.colostate.edu).

Then click “Submit” on right side of the screen. You should get a confirmation email from KP that you submitted an IACUC Waiver 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 can also leave it as is, and it will appear as “In Progress” in the Status column on your “Manage Protocols” page.