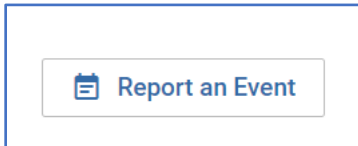


## How to submit a Reportable Event Form for your IACUC protocol or Waiver

1. After logging into KP with your CSU NetID and password, navigate to appropriate protocol to report your adverse event or protocol non-compliance.
2. When you have opened the protocol, look along the top and click on "Reportable Event."



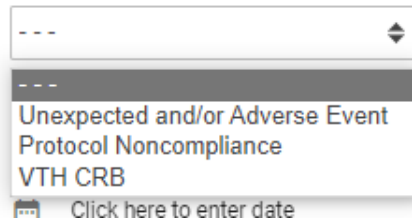
3. When the Reportable Event page opens, click on the "Report an Event" button on the top right.



4. When the Reportable Event Form opens, 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. *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.*

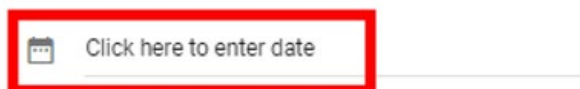
### Event Type

*Note: If this is an IACUC Protocol that also went through VTH CRB review/approval,*

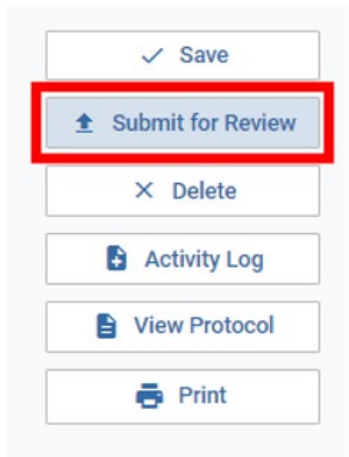


5. For the Event Date, please choose the date when the unexpected event occurred.

### Event Date



6. Complete the remaining fields on the form, and when you are done, click “Submit for Review” on the right-side menu.



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, [CSU\\_IACUC@colostate.edu](mailto:CSU_IACUC@colostate.edu).