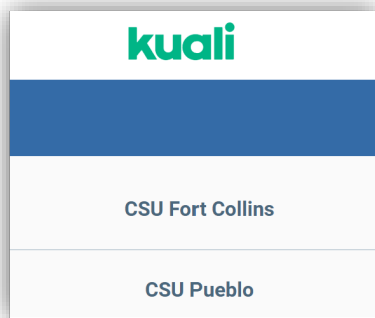
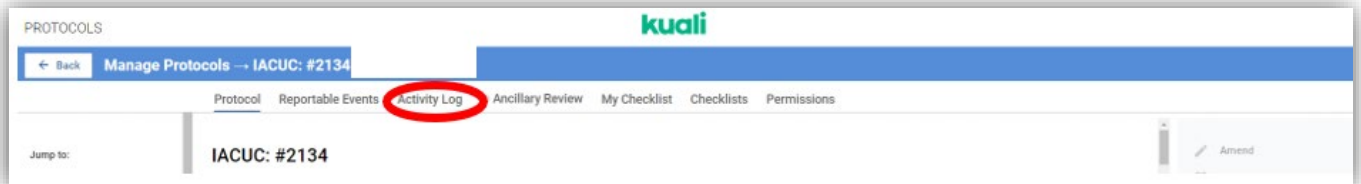


## How to get my IACUC Approval Document in KP IACUC

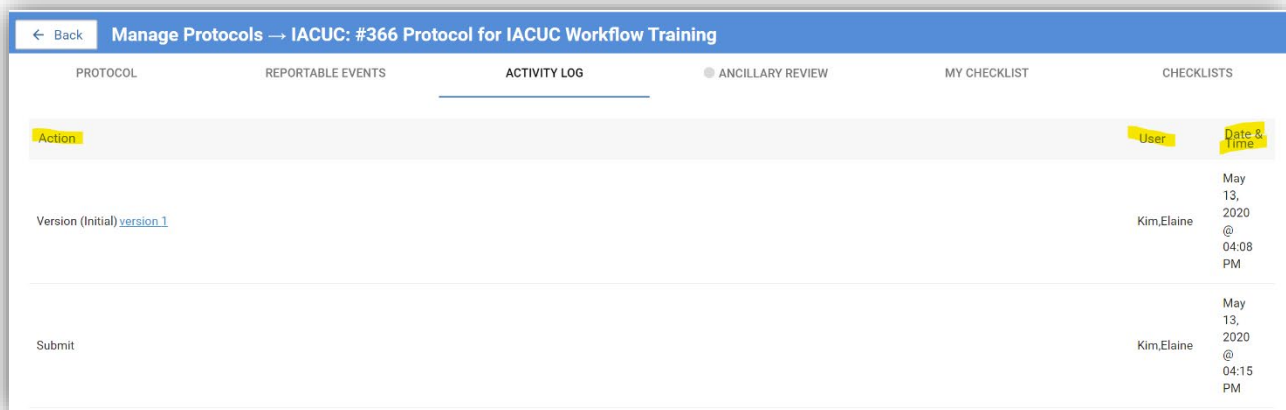
1. Go to <https://colostate.kuali.co/protocols/> and select “CSU Fort Collins” to log in with your CSU NetID and password.



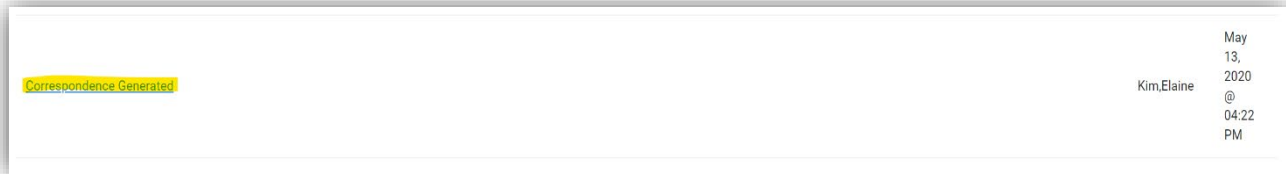
2. After signing in, protocol personnel with full access will be directed to the “Manage Protocols” screen where all protocols will be stored once submitted (for review or actively approved). The title, number given to the protocol, and the status of each protocol are shown (Hint: You can search and filter protocols).
3. Once you select the protocol you need the approval document for, you should see an “Activity Log” tab at the top of the IACUC Protocol page.



4. You should see the following screen with the highlighted columns, starting with Version 1 of the protocol, and as you scroll down, it shows you the actions, submitted by which user, and the date/time stamp. It also shows the emails sent out for that protocol.



5. Go to the version you need and look for CORRESPONDENCE GENERATED and click on that link.



6. A new page should open up to show you the approval document. You can then print or save to PDF.

**The protocol listed below has been approved by CSU SBX Testing IACUC on Wednesday, May 13th 2020.**

PI: Dobos, Karen

ID: 366

Title: Protocol for IACUC Workflow Training

Submission Type: Initial

Approval date: Wednesday, May 13th 2020

Continuing Review Date: Wednesday, May 12th 2021

**For IACUC Protocols:** Colorado State University's Institutional Animal Care and Use Committee (IACUC) has requirements on the care and use of animals, and policies established by CSU IACUC, the committee has ap

**7. Additional Tips when saving protocol as PDF or printing it out: (as of February 2021)**

- a. Click on “More Settings” in the print cue pop-up window and go to “Scale”—choose “Custom” and type in 90 (for 90%).
- b. For text getting cutoff from one page to the next: there is no fix for this bug right now, but to help make the editing easier, I would UN-click the “Headers and footers” checkbox under “Options”—this removes all heads and footers so that when you are in Adobe Acrobat, editing the PDF, it is easier to fix the cut off text areas, should this occur.

*The screenshot below is using Chrome on a PC with Windows OS, Office 365.*

