

## How to get my IACUC Approval document in KP IACUC:

Look for Activity Log and click on that tab for the protocol you need the approval document for:

The screenshot shows the Kuali IACUC system interface. At the top, there is a navigation bar with 'PROTOCOLS' on the left and 'kuali' in the center. On the right, the user 'Kim, Elaine' is logged in. Below the navigation bar is a blue header for 'Manage Protocols → IACUC: #366 Protocol for IACUC Workflow Training'. Underneath, there are several tabs: 'PROTOCOL', 'REPORTABLE EVENTS', 'ACTIVITY LOG' (highlighted in yellow), 'ANCILLARY REVIEW', 'MY CHECKLIST', and 'CHECKLISTS'. Below the tabs, there is a 'Jump to...' field and a 'Version:' dropdown menu showing '1 | Initial | Approved'. An 'Amend' button is visible on the right.

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.

The screenshot shows the 'Activity Log' table in the Kuali IACUC system. The table has columns for 'Action', 'User', and 'Date & Time'. The 'Action' column is highlighted in yellow. The table contains two rows of data:

Action	User	Date & Time
Version (Initial) <a href="#">version 1</a>	Kim, Elaine	May 13, 2020 @ 04:08 PM
Submit	Kim, Elaine	May 13, 2020 @ 04:15 PM

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

The screenshot shows a row in the 'Activity Log' table with the 'Action' column highlighted in yellow. The action is 'Correspondence Generated'. The user is 'Kim, Elaine' and the date/time is 'May 13, 2020 @ 04:22 PM'.

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