

How to fill out an IACUC Waiver Form with Consent Form Information

Fill out the General Information section—the PI name and Project Title are required fields. Then click Next on the right side of the screen.

IACUC - General Information

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.

- CO = Fort Collins campus
- PB = Pueblo campus

Principal Investigator (search by name, CSU EID, ID number, or email address)

Kim,Elaine ✕

Department/Unit (search by name or 4-digit Campus Delivery code)

Research Integrity + Compliance Review (CO-2011) ✕

Project Title

Demo IACUC Waiver with Consent Form Info

✕ Cancel
→ Next

On the next screen, click the checkboxes next to “IACUC Waiver.”

- If your project will occur on South Campus, or you are VTH faculty/staff/student, then you need to also click “Consent Form Information.”
- If your project will occur elsewhere, you only need to click “Consent Form Information” if you have a consent form to attach to the Waiver.

Then click Next on the right side of the screen.

Manage Protocols → IACUC: #391 Demo IACUC Waiver with Consent Form Info

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Choose the appropriate form(s) for your study. Please note that if you submit Consent Form Information, it **MUST** be accompanied by either an IACUC Waiver or IACUC Protocol. If you have any questions, please [contact RICRO IACUC Staff](#).

IACUC Waiver

IACUC Protocol

Consent Form Information

Migrated Protocol or Waiver

→ Next

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](#))
- Legacy ID#: e.g. eProtocol#, VCS#, Waiver#; if this is a new project, just leave empty or put N/A
- 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.
- Consent / CRB: If your work will occur at the VTH/South campus, or the project is being done by VTH personnel, then check YES and respond to 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.

