IACUC READ ME FIRST - INSTRUCTIONS

PURPOSE
All faculty, students and staff conducting research and/or teaching involving animal subjects are required to submit a Protocol for Animal Research and/or Teaching Activities to the WSU Institutional Animal Care and Use Committee (IACUC) for review and approval prior to initiation of any such research or activities. All requests must be submitted electronically through IRBNet.

ENROLLING AND ACCESSING INSTRUCTIONS AND FORMS -- THE IRBNET DOCUMENT LIBRARY
Go to www.irbnet.org and the Login area in the upper right-hand corner. Click the New User Registration link. Enter your name, a username (recommend using your WSU username) and a password. Indicate you are affiliated with Winona State University and provide your phone and email address. (Use your WSU email.) Click Register. Click continue. Check your email for a notification that will allow you to activate your account. Once activated, login to www.irbnet.org, Click My Projects. Under Other Tools click Forms and Templates. In Select a Library, select the Winona State University IACUC – Documents for Researchers.

HOW TO
The IACUC How To Do Everything document in the IRBNet Forms and Templates Document Library provides instructions on protocol submissions and links to other training materials.

REPORTING REQUIREMENTS
The IACUC may inquire as to the project status at any time during the conduct of the study. For a study longer than three years in duration, a Project Status Report must be submitted every three years via IRBNet prior to the anniversary date of the study's approval. During the conduct of the research project, it is the principal investigator's responsibility to notify the IACUC of any modifications made in the study, changes in the treatment of animal subjects which occur, any unanticipated problems, or any unexpected harm to animal subjects.

All reports and changes during the conduct of a study are made using the IACUC Status Report Form in the IRBNet IACUC Document Library. See the IACUC How To Do Everything document in the IRBNet document library for instructions.

CONTACTS

Questions about using the IRBNet System:
      Nancy Kay Peterson, IACUC Compliance Officer, npeterson@winona.edu or 5519
      TLT Services, ext. 2900

Questions about information to include in the protocol package, reports or study modifications:
      Nancy Kay Peterson, IACUC Compliance Officer, npeterson@winona.edu or 5519
      The IACUC Chair or an IACUC member. See the All-University Committee roster at
      http://www.winona.edu/faculty/1171.asp.