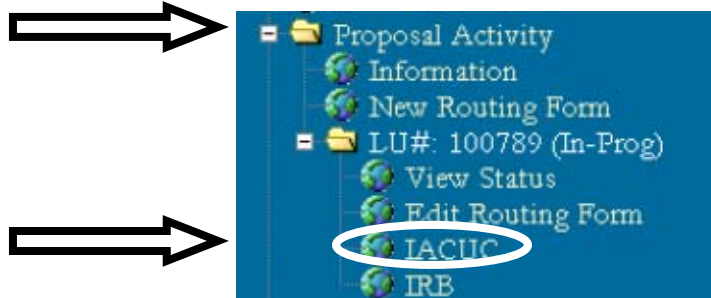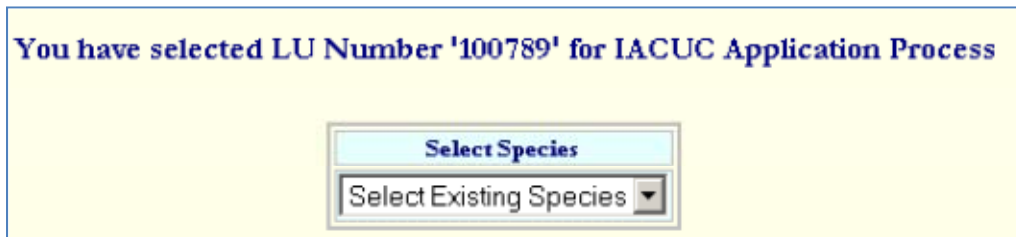## Duplicating Existing IACUC Protocols

1. Click on **IACUC** for the LU #. This is located under Proposal Activity, New Routing Form, and then the LU#.
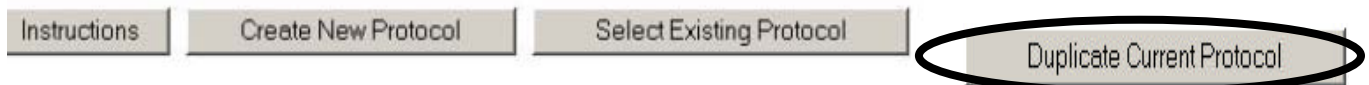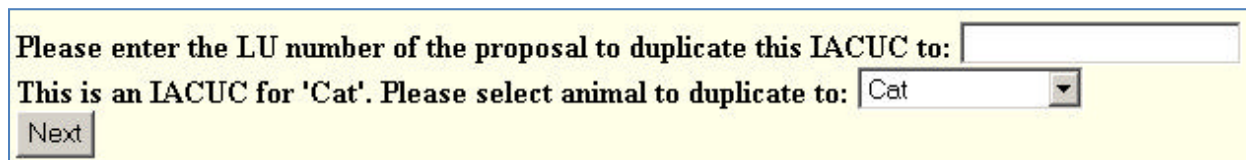

2. Click on the **Select Existing Protocol**

3. Click on the **Species** from the drop down menu. Choose the species that has been submitted or approved to duplicate the protocol.

4. A new button appears to duplicate the protocol.

5. After the Duplicate Current Protocol has been chosen new options appear:

6. Enter the information needed. The drop down box lists all the species. Then click 'Next'.

7. There is the availability of duplicating a current protocol to different LU numbers and to other investigators as long as the LU number is provided to you.

8. A verification screen appears.

9. This screen notifies the user of what is going to be duplicated. Once Yes, I am sure is chosen, the protocol is duplicated.

Copy From LU: 100802 (Trial)
Copy From Species: 6 (Cat)
Copy Sub ID: 1
To LU: 100802 (Trial)
To Species: 8 (Dog)

Warning!

You are about to duplicate the IACUC for the species indicated above to the LU number indicated above. Are you sure you want to do this?

Yes, I am sure.

No, I am not sure.   Help!

10. The IACUC has been duplicated and is ready to be edited and resubmitted to the IACUC Committee.

11. Click on **IACUC Form** and **the link will automatically load.**

Select Existing   Create New   Instructions

12. Complete or update A.2:

2. ACORP Status

◉	This is new ACORP for a new project with a new LU#
○	This is a replacement of a previously approved ACORP which is being/has been completed. New studies are proposed which follow from and/or extend work completed under the previous ACORP. The project has a new funding source (i.e., a new LU#). The previous funding and LU# will not continue.
○	This ACORP is based on a previously approved ACORP but is associated with a new project and LU#, only for the purpose of adding a new funding source. The existing project (LU#) and funding will remain active. No significant revisions (e.g. additional animals or changes in experimental design) are proposed.
○	This is a minor revision (amendment) of an existing ACORP for an already approved project (e.g., changes in personnel, procedure location, etc).
○	This is a significant revision (amendment) of an ACORP for an already approved project (e.g., changes/additions in numbers or types of animals, number and type of experimental procedures and manipulations, etc, needed to accomplish the proposed work).
○	This ACORP is submitted as a three-year (3 year) renewal of an expiring ACORP, to continue existing approved studies. Complete Appendix 8, Status report for 3-year renewal ACORP, to indicate how the current proposal extends or expands any already completed work, without duplicating it. As appropriate, also address this issue in Section

	G and/or Section Y4	
☐	Other. Please Specify	

Previous ACORP title (if different):	
Previous IACUC approval number:	

Will **Biohazardous Materials** be used in this ACORP?	☐ Yes ☑ No	

13. Approval and Termination dates will be taken from original ACORP. Original ACORP will be terminated and animals transferred to new ACORP.

14. Change/update AU#. E-mail IACUC office to change or update AU# with the IACUC#. No need to duplicate not unless AU# is a new funding source with a Routing form or LU#.

15. Contact IACUC office if you have any questions or concerns.