Creating a Protocol

ERMS - IACUC Job Aid

UT Health San Antonio | Enterprise Research Management System (ERMS)

Creating a Protocol

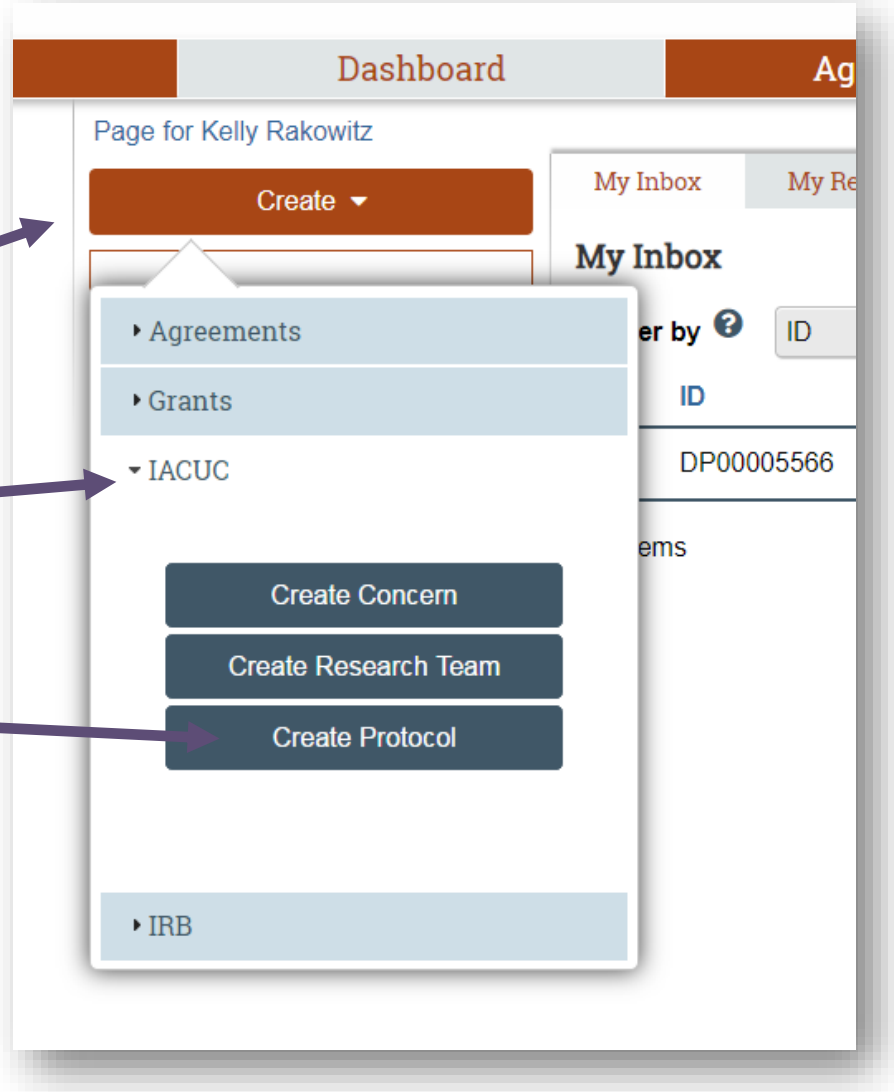
You can create the Protocol from 2 places.

1. FROM THE MAIN DASHBOARD

Click the Create box.

Click the IACUC box for the drop-down menu.

Select Create Protocol.



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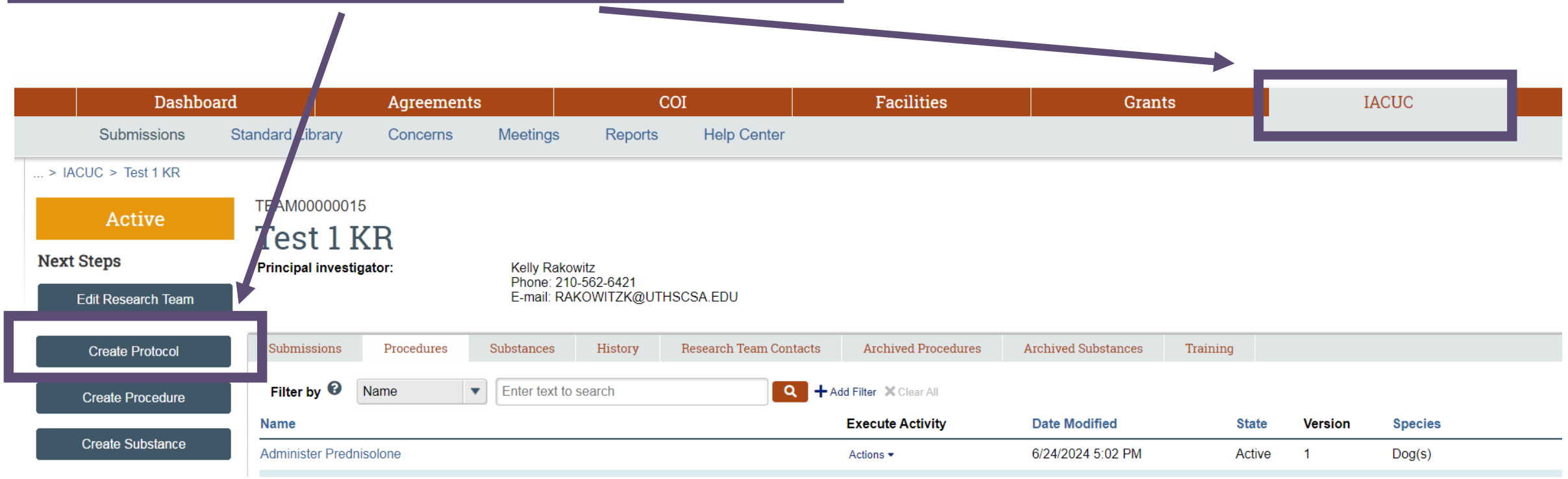
2. FROM THE IACUC DASHBOARD, RESEARCH TEAM WORKSPACE.



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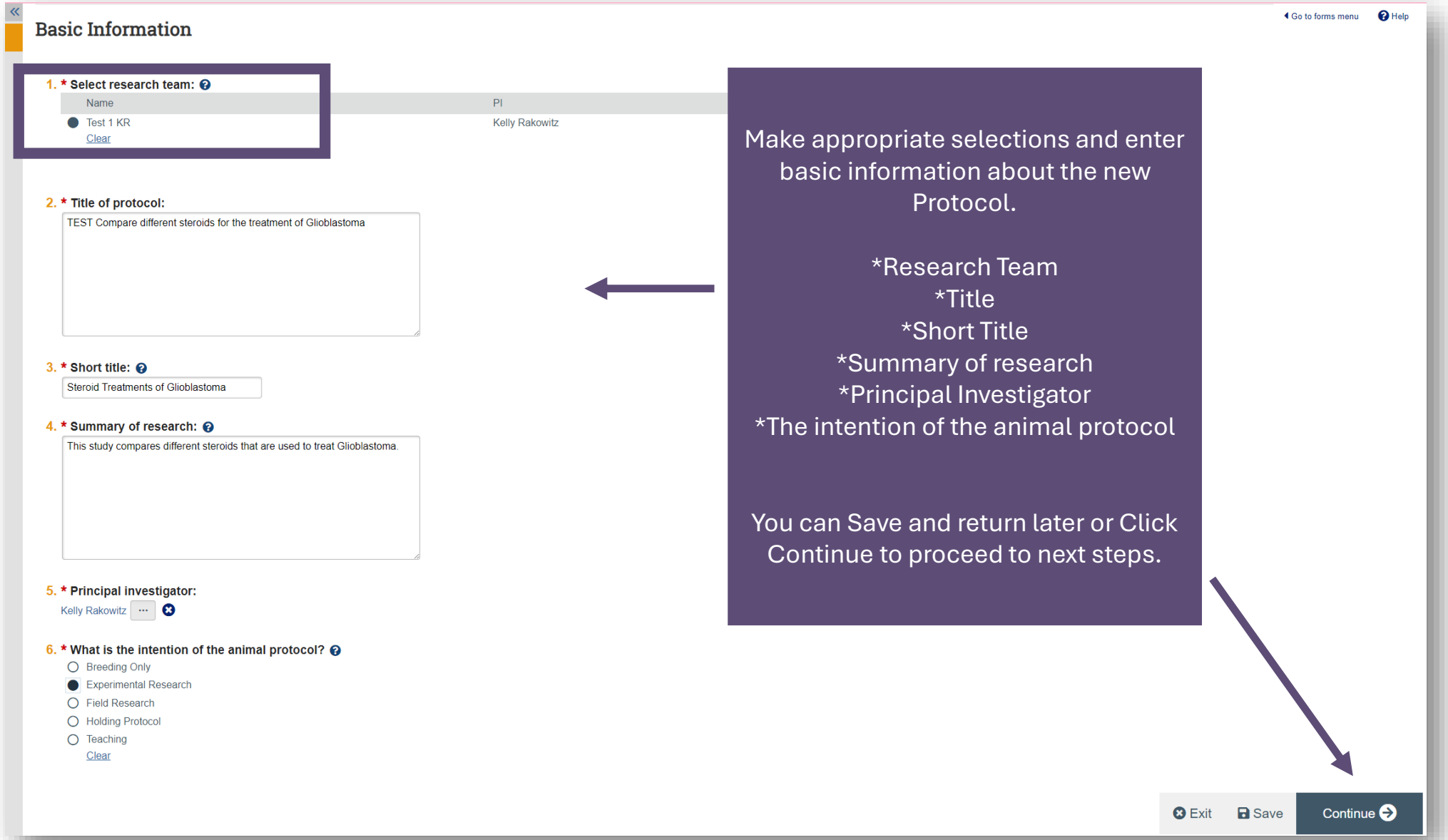
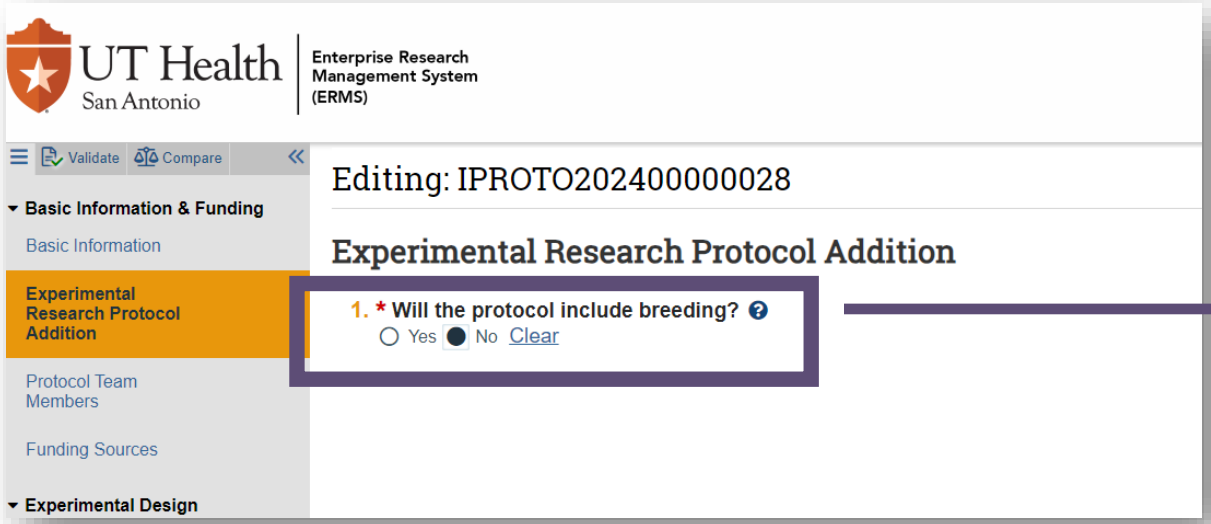


Make appropriate selections and enter basic information about the new Protocol.

*Research Team
*Title
*Short Title
*Summary of research
*Principal Investigator
*The intention of the animal protocol

You can Save and return later or Click Continue to proceed to next steps.

Creating a Protocol



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Protocol Team Members

Research Team members are then auto-populated.

1. Identify each additional person involved in the design, conduct, or reporting of the research:

+ Add

Name	Role	Involved in Animal Handling	Authorized To Order Animals	E-mail	Phone	
Barry Bridges	Research Assistant	no	no	BRIDGESB@UTHSCSA.EDU	210-562-6421	
Mark Parma	Statistician	no	no	PARMAM@UTHSCSA.EDU	210-567-0903	
Belinda Yauger	Co-Investigator	no	no	YAUGER@UTHSCSA.EDU	210-567-4950	

2. External team member information:

+ Add Drag and drop files to upload

Document Name	Date Modified
There are no items to display	

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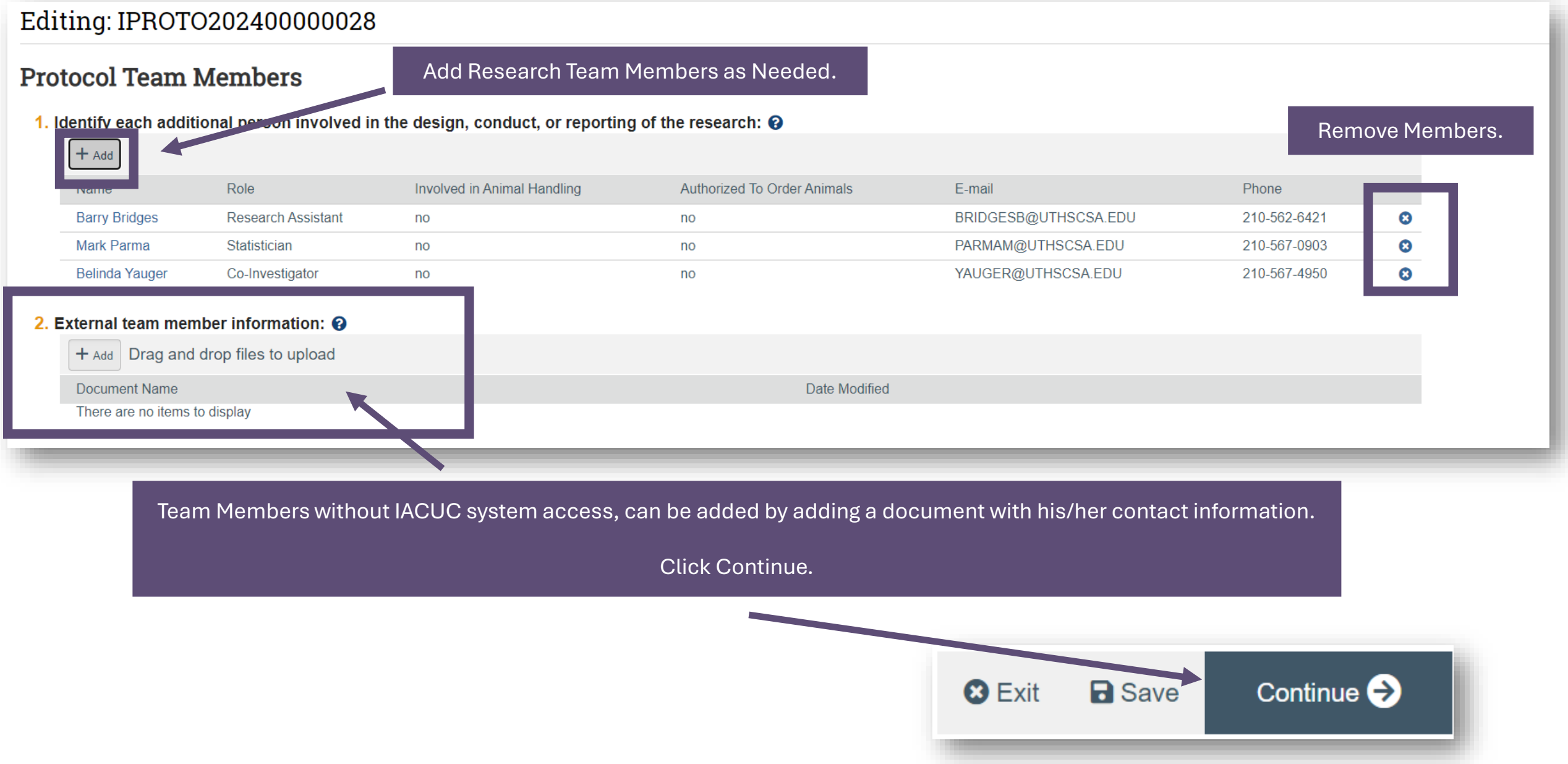
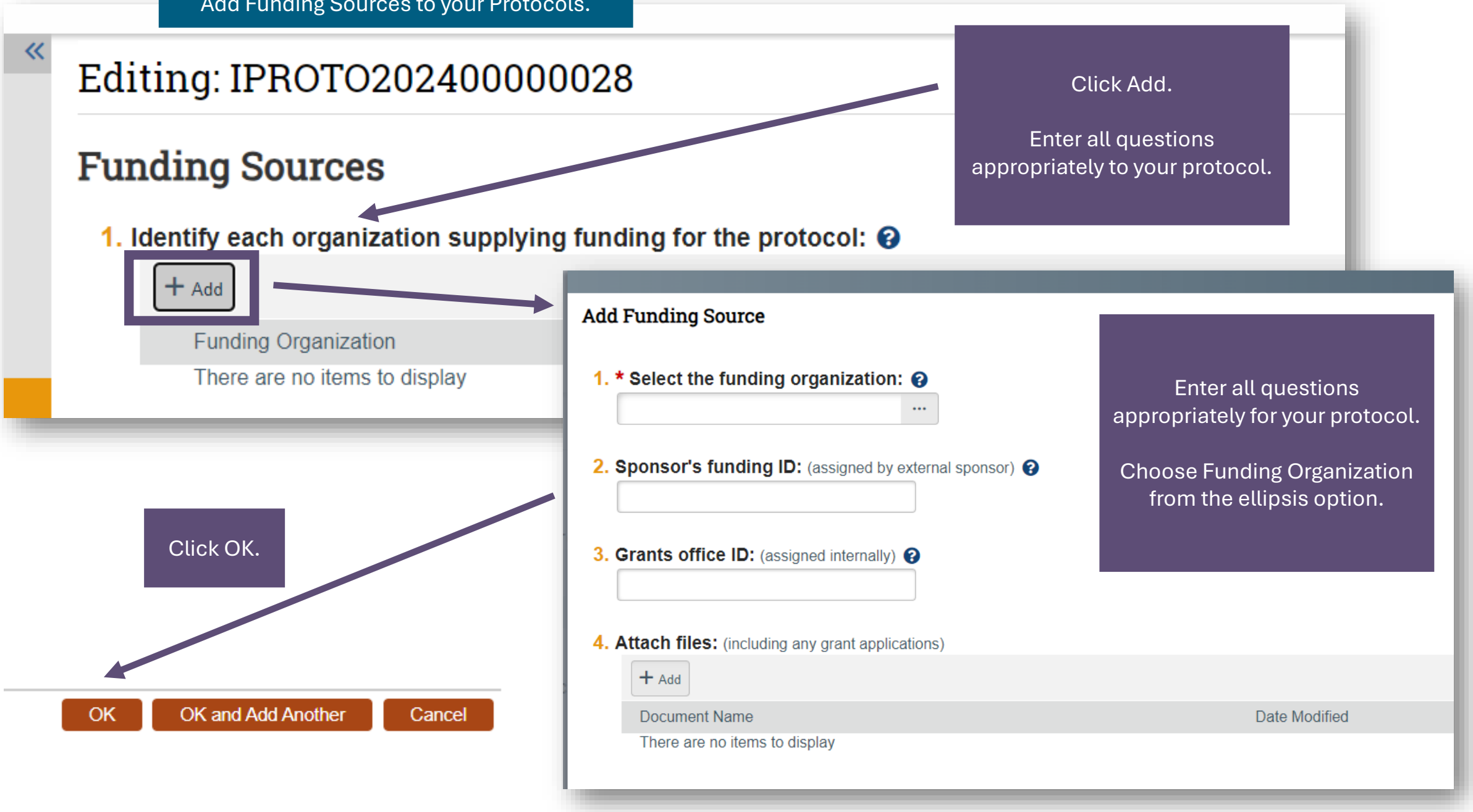


Add Funding Sources to your Protocols.



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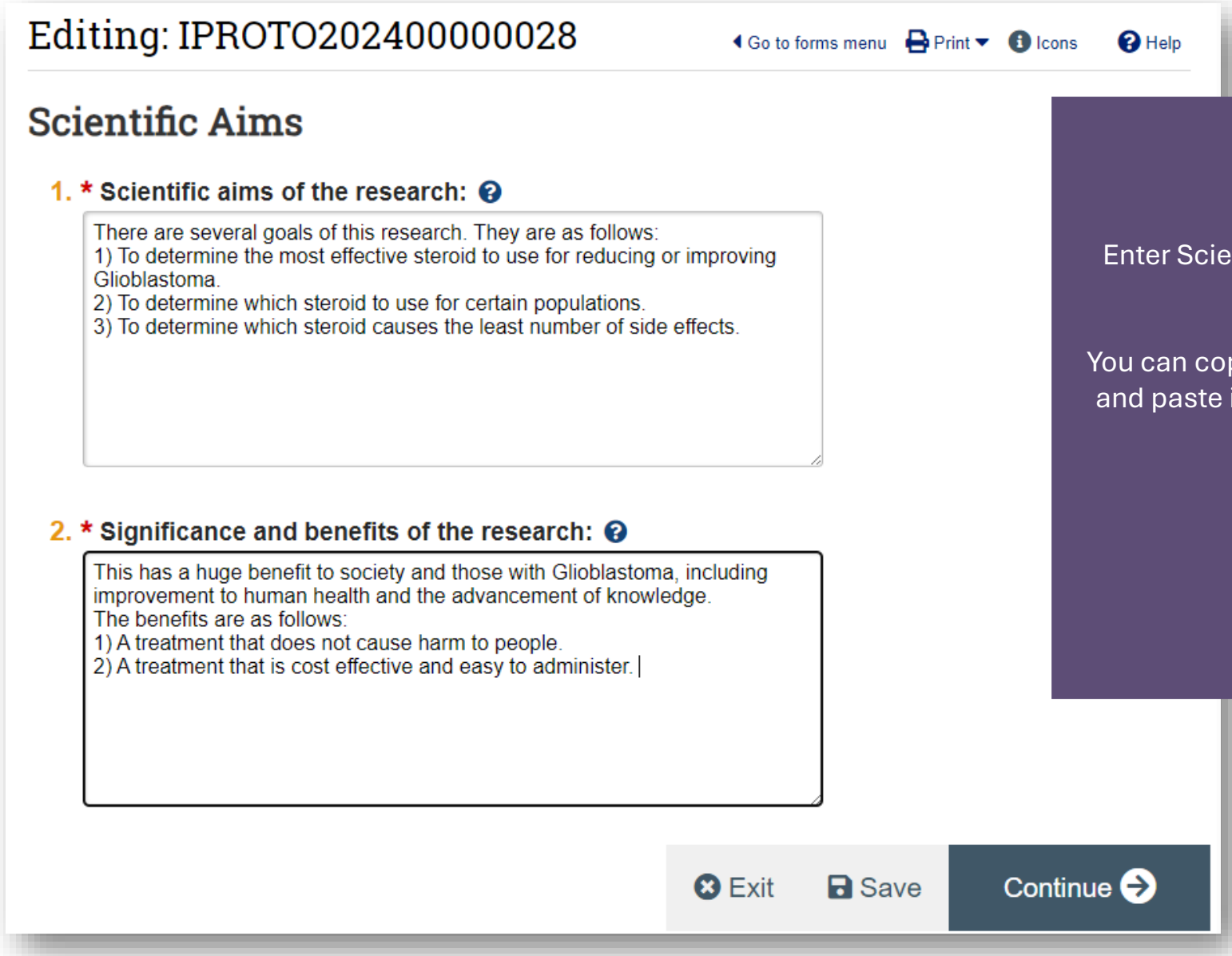


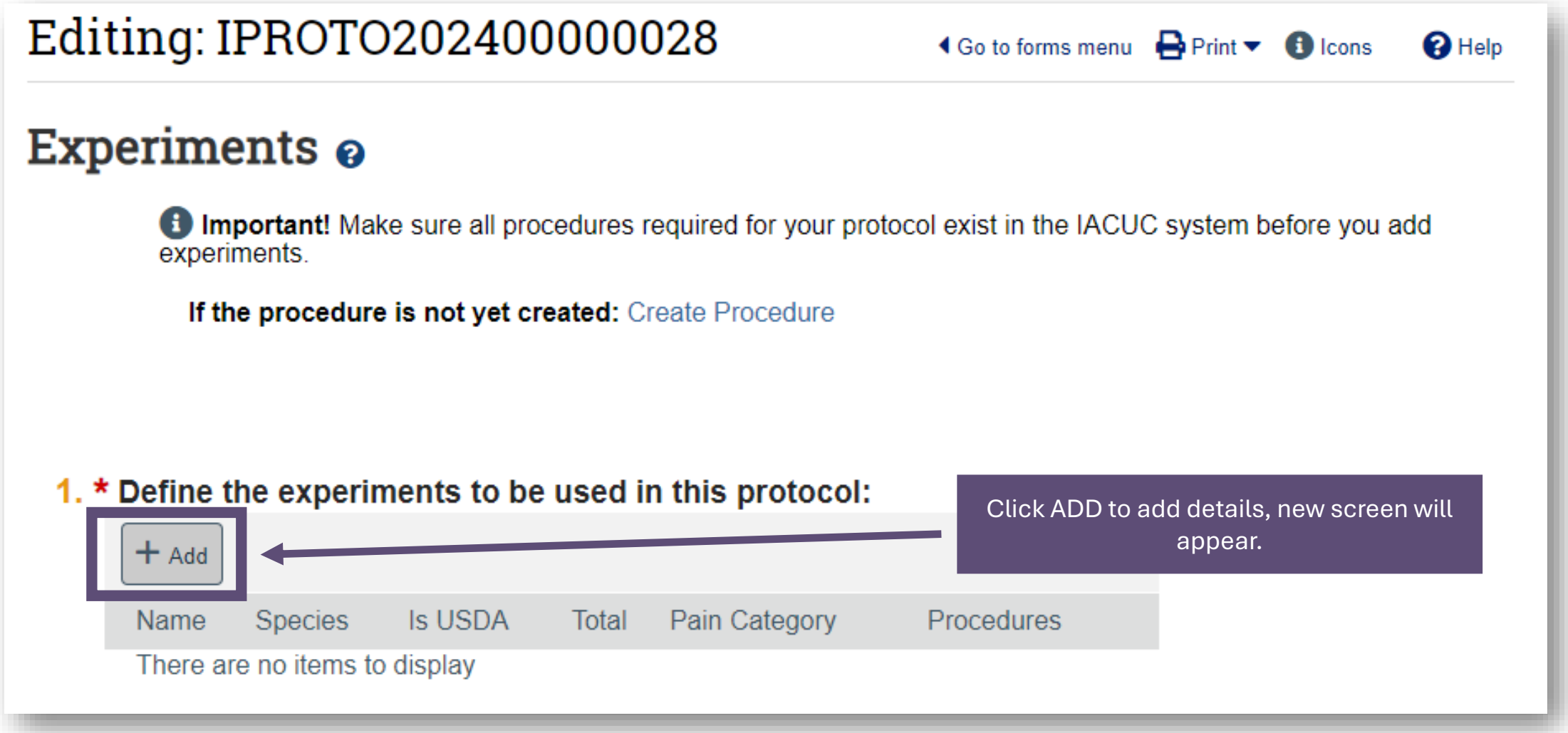
Enter Scientific Aims of your research.

You can copy text from other documents and paste into these free space answer boxes.

Click Continue.

Creating a Protocol

Add Experiment Details to your Protocol.



Continue to answer the Experiments details, click the ellipsis for additional options and add documents, if needed.

Add Experiment

1. **Display order:**

2. * **Experiment name:**

3. * **Species:**
Dog(s) ···

4. * **Describe the experiment:** (including animal characteristics such as age, weight, and s

5. * **Define humane endpoints for this experiment:**

6. **Justify the purpose of this experiment:**

7. **Select procedures:**

Name	Type	Version	State	Scope
There are no items to display				

8. **Describe any variations to the selected standard procedures:**

9. **Procedure timing:**

10. * **Total number of animals used in this experiment:** (including all the animals to be produced)

11. **If any of these animals will experience unrelieved pain or distress, provide a scientific justification why pain/distress cannot be relieved:**

Select One or More Procedure Projects

Filter by Name Go Clear Advanced

Deselect All

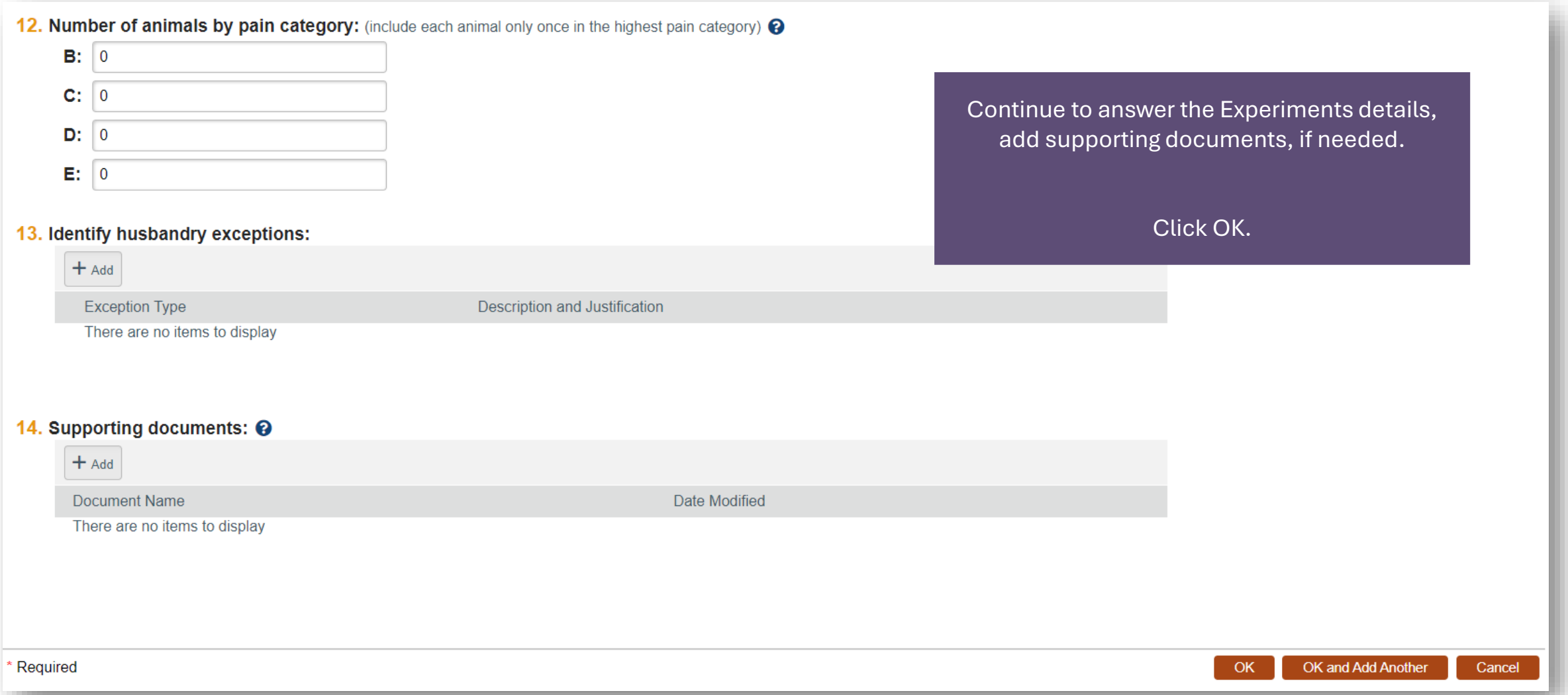
1-11 of 11

Name	Type	Version	Species	Scope
Administer Prednisolone	Substance Administration	1	Dog(s)	Team
Administration of Isoflurane	Substance Administration	1	Dog(s)	Standard
Barbituate derivative (e.g. Euthasol)	Euthanasia	1	Dog(s)	Standard
Euthanasia via Euthasol.	Euthanasia	1	Dog(s)	Standard
Fasting for Surgery	Food or Fluid Restriction	1	Dog(s)	Standard
Inferior vena cava occluder placement	Non-Survival Surgery	1	Dog(s)	Standard
Intrapericardial Chest Tube Placement	Non-Survival Surgery	1	Dog(s)	Standard
Lateral thoracotomy	Non-Survival Surgery	1	Dog(s)	Standard
Sonometric crystal placement Â	Non-Survival Surgery	1	Dog(s)	Standard
Test Administer Prednosolone	Substance Administration	1	Dog(s)	Team
Vascular sheath placement via Seldinger technique, and placement of RA pacing catheter and LV pressure-volume catheter (or arterial pressure catheter)	Non-Survival Surgery	1	Dog(s)	Standard

1-11 of 11

OK Cancel

Creating a Protocol



Continue to answer the Experiments details, add supporting documents, if needed.

Click OK.

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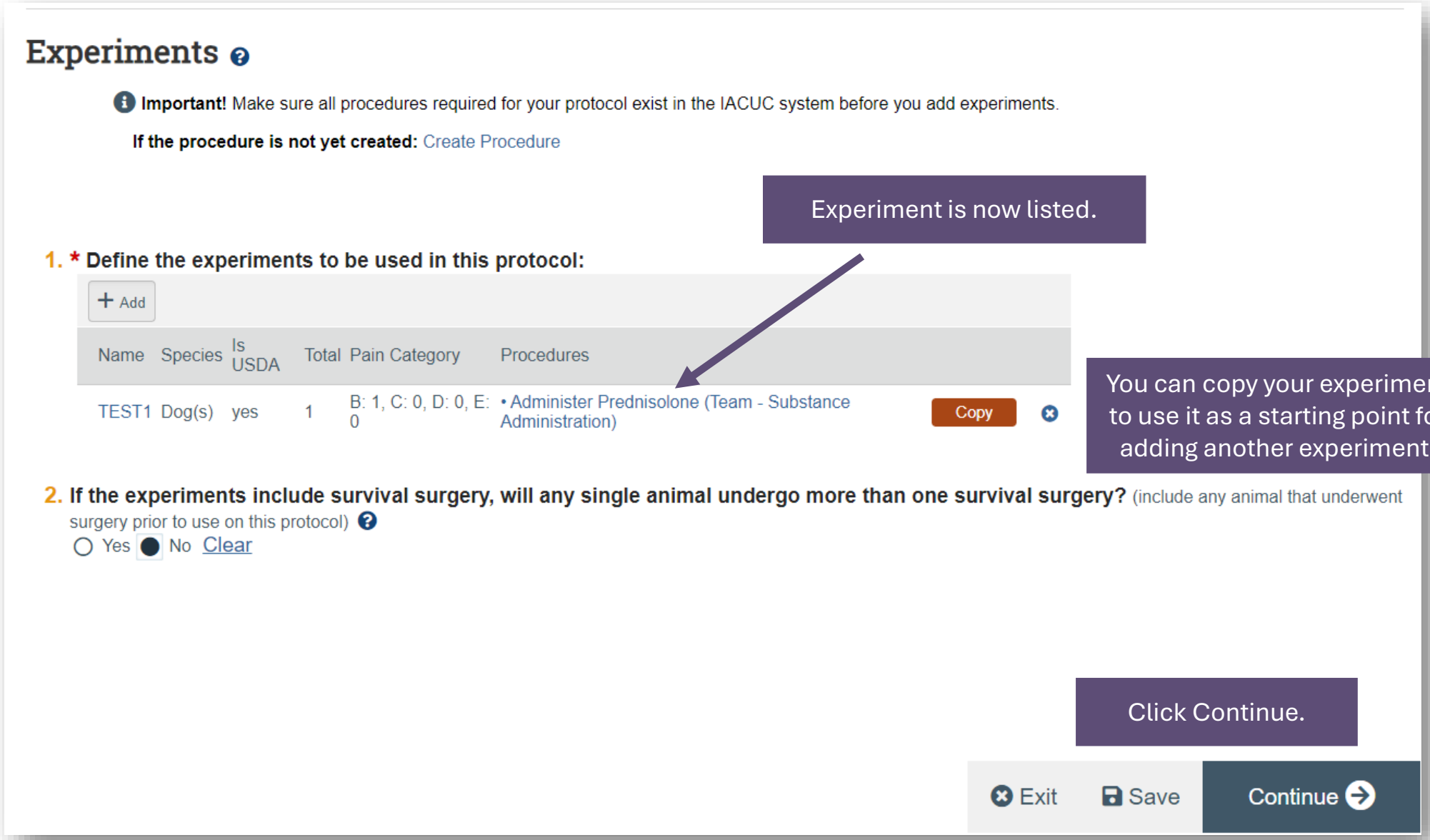

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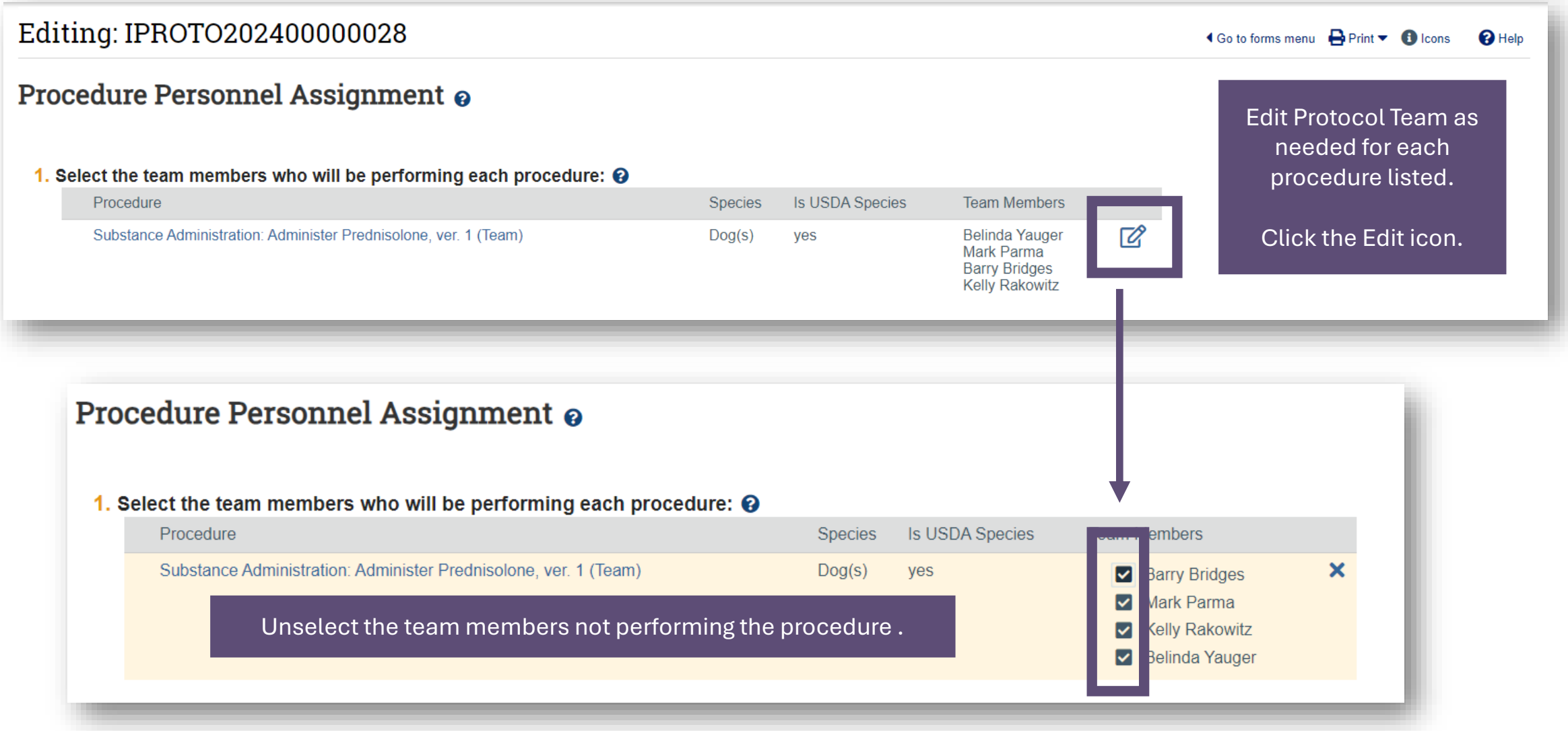

Team member training:

Name	Training
Kelly Rakowitz	No current training data to display
Barry Bridges	No current training data to display
Mark Parma	No current training data to display
Belinda Yauger	No current training data to display

Training is listed for each team member to show who is qualified to perform the procedure.

Click Continue.

Exit Save Continue

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Go to forms menu Print Icons Help

Strains

1. **Identify background strains:**

+ Add

Is USDA Species	Strain	Genetically Modified Strain	Phenotype

There are no items to display

Add any background strains, if possible.

Click Continue.

Exit Save Continue

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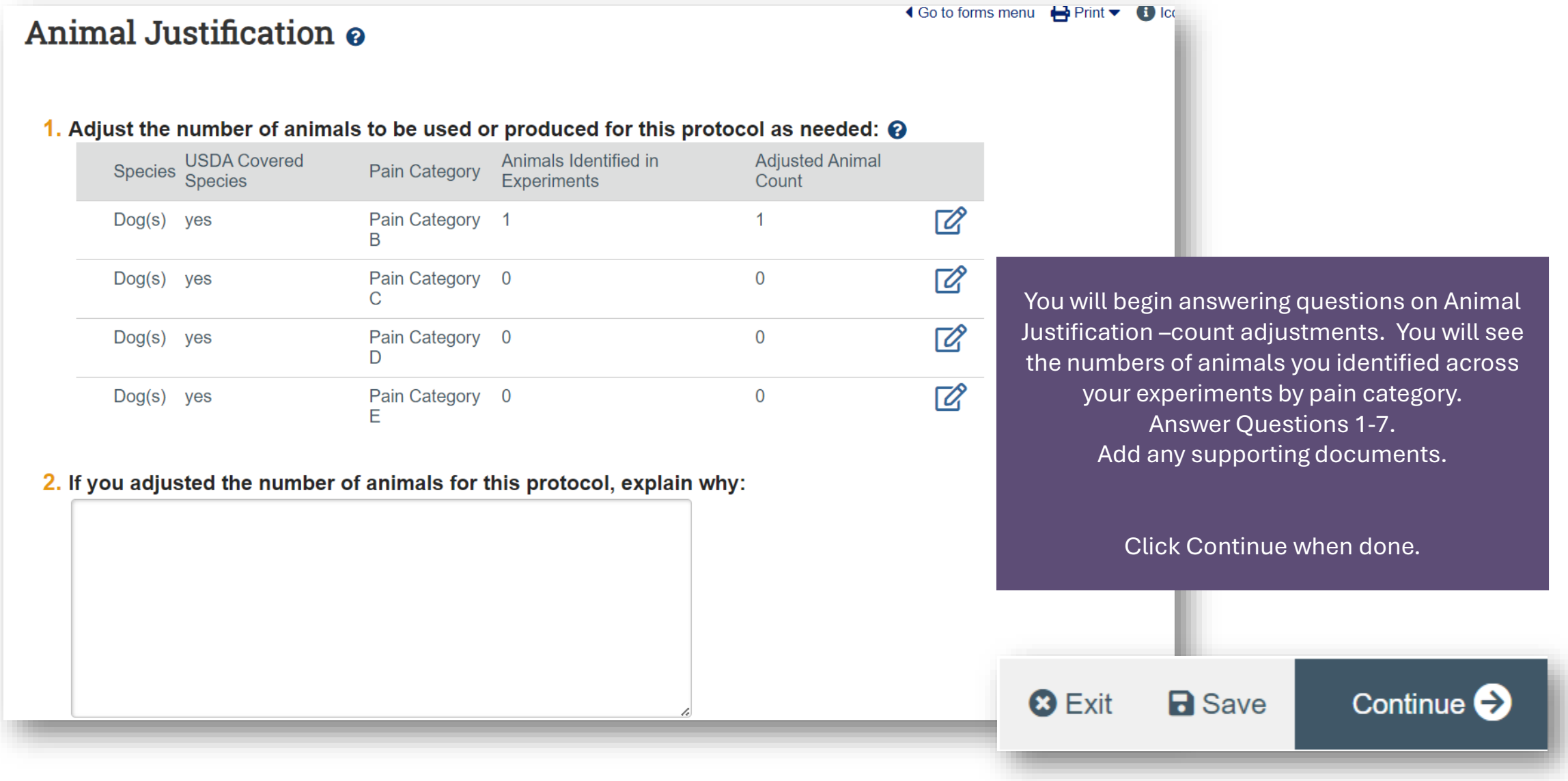

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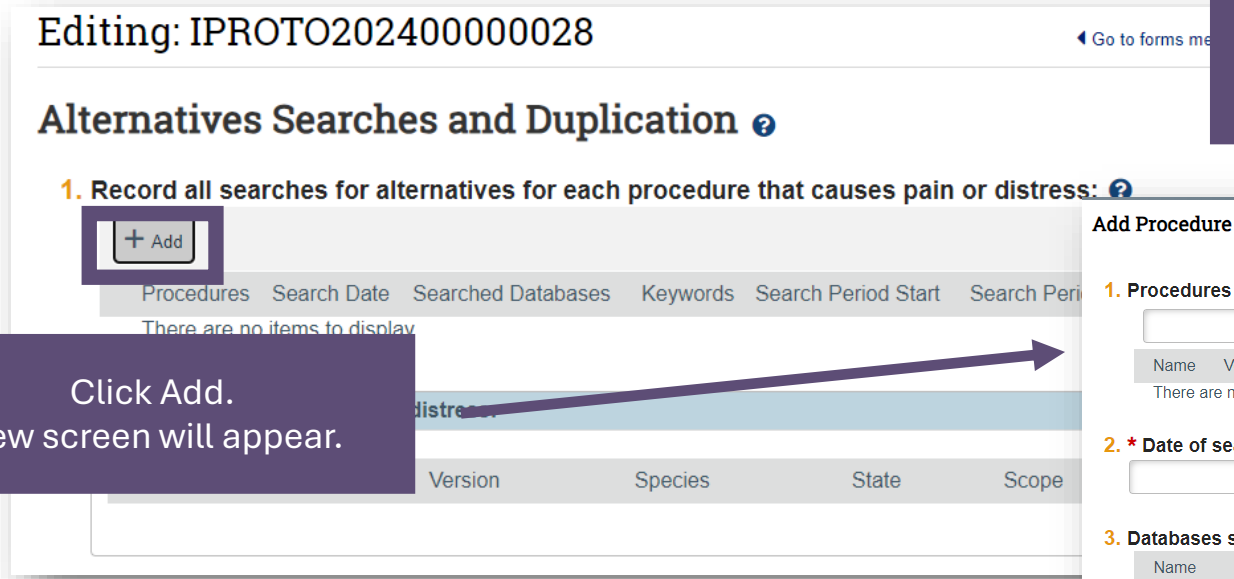
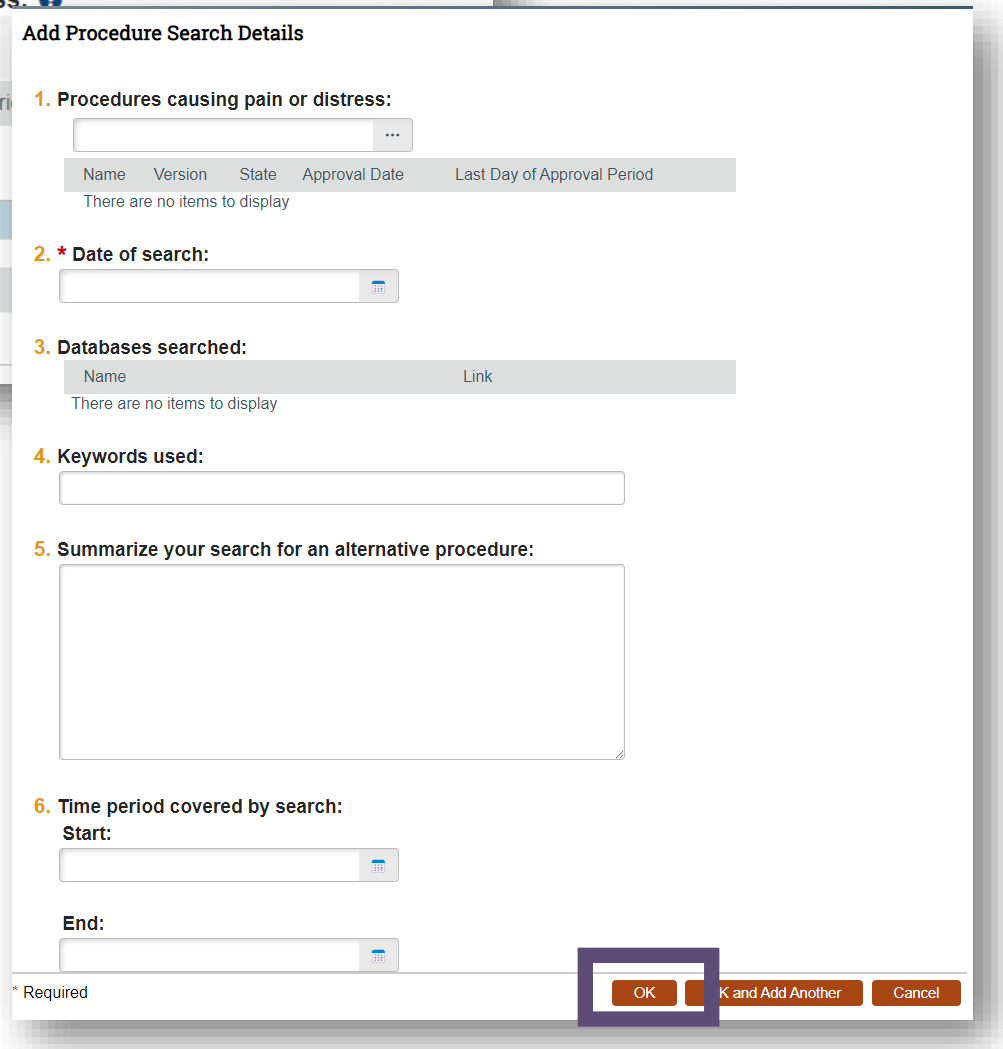
Identify what you have done to make sure you are not duplicating research previously performed.

Click Continue when done.



Click Add.
New screen will appear.



Click the ellipsis to search through the databases for duplicate research.

Add additional information to help with your search.

Click OK.

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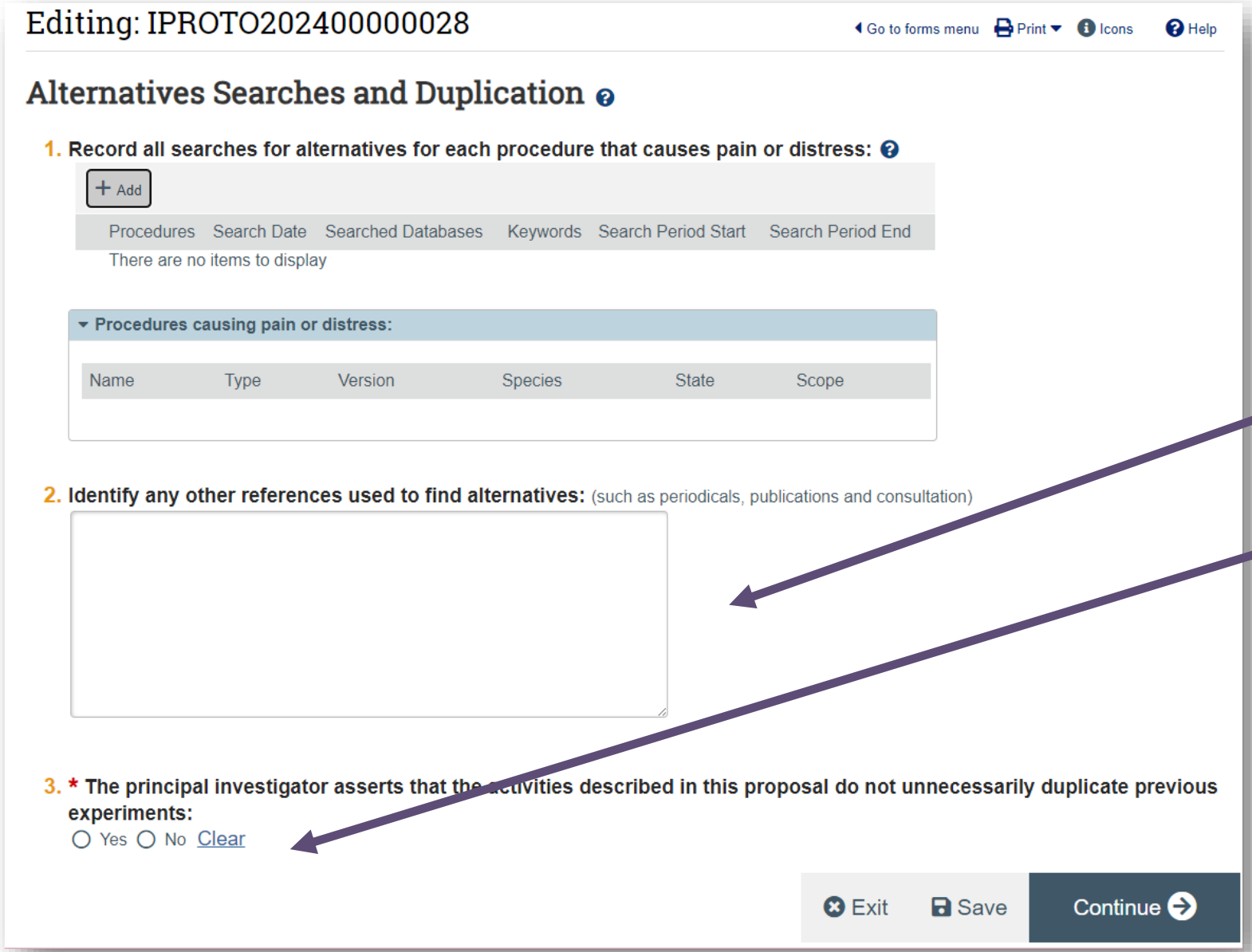

Identify other references used to find alternatives.

Confirm activities in proposal are not duplicating previous experiments.

Click Continue when done.

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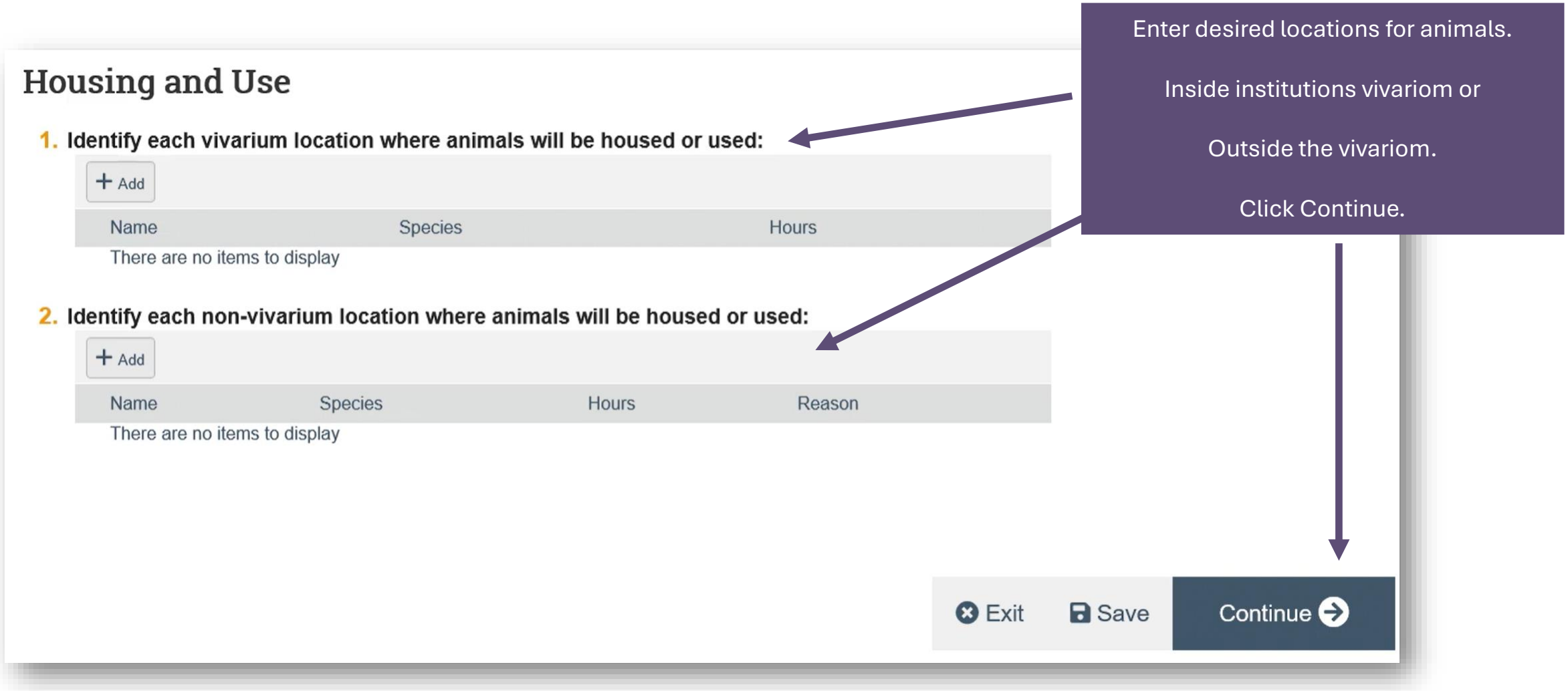

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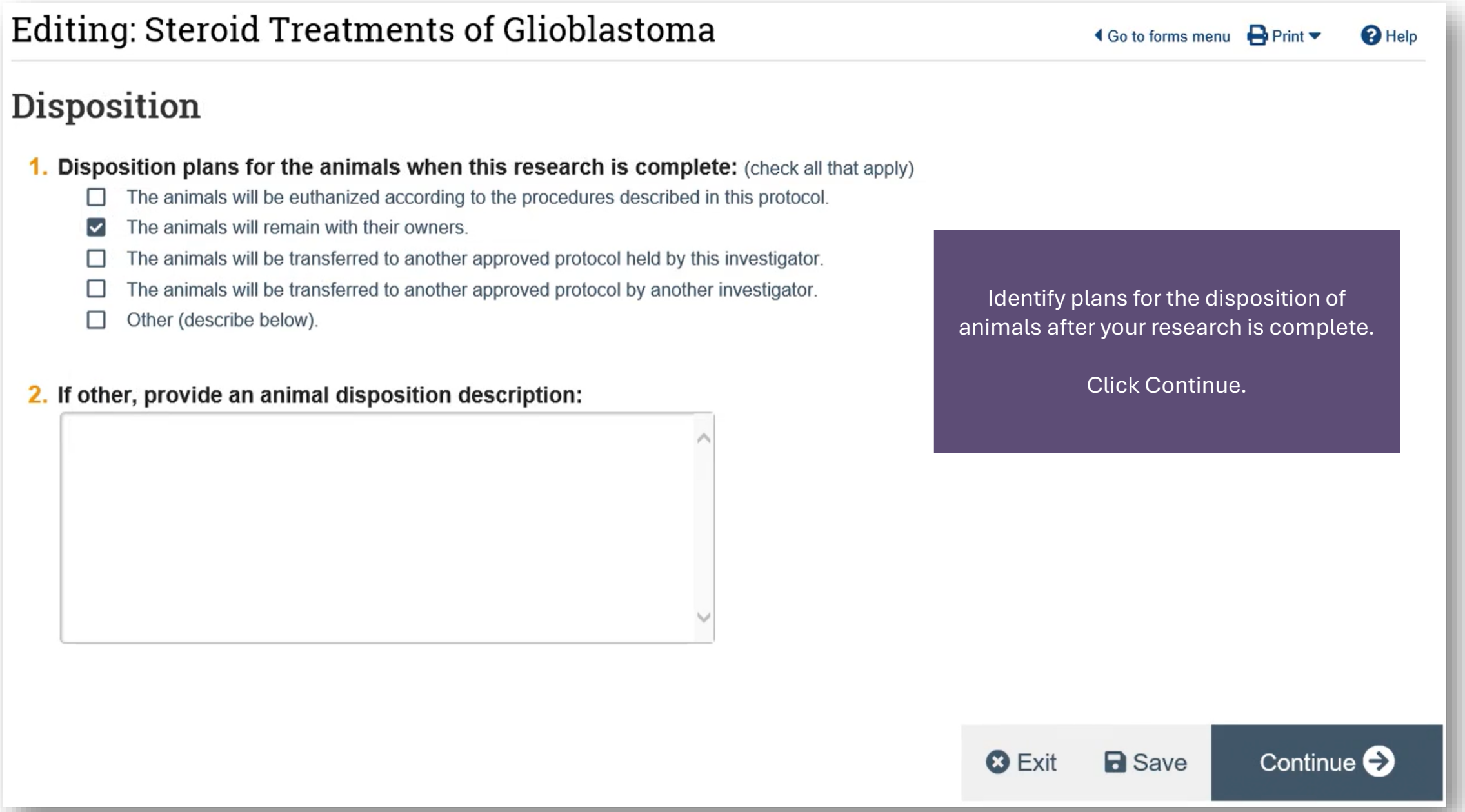

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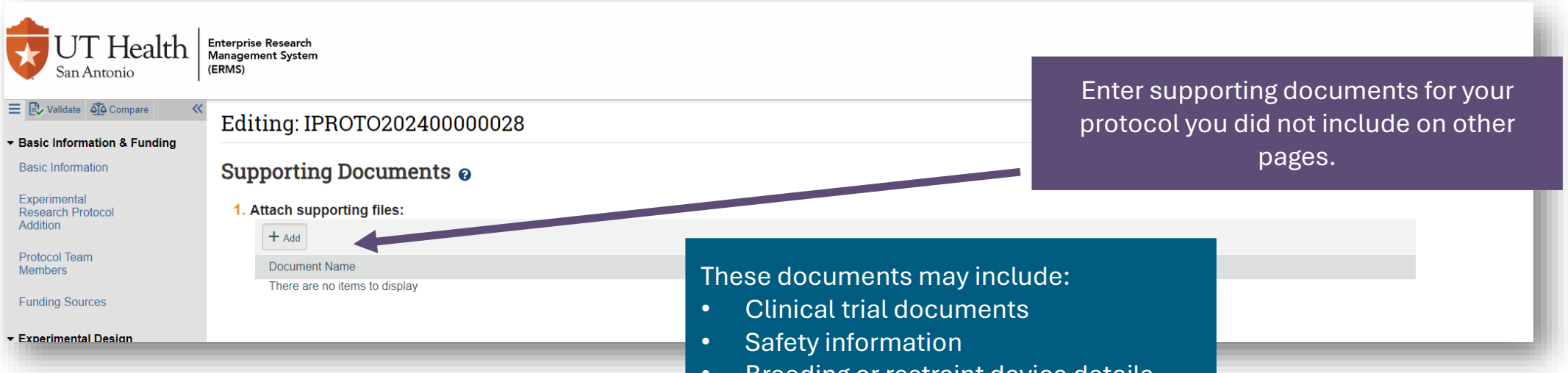
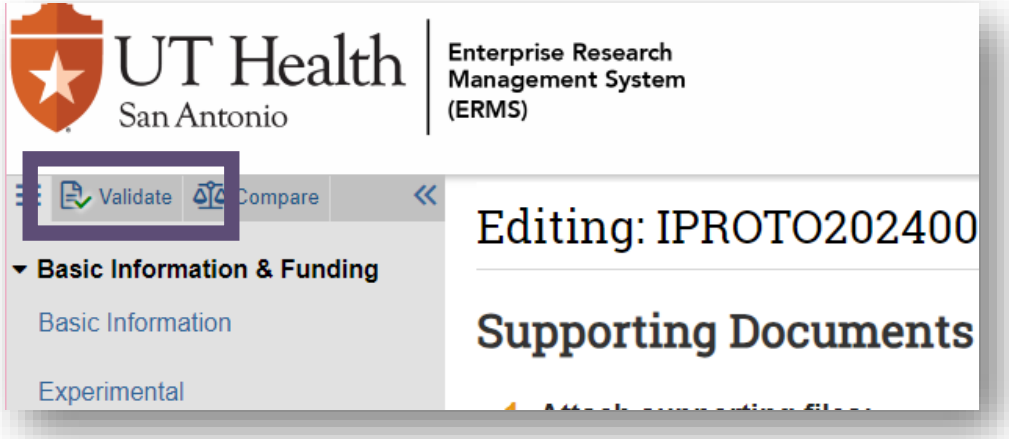


Enter supporting documents for your protocol you did not include on other pages.

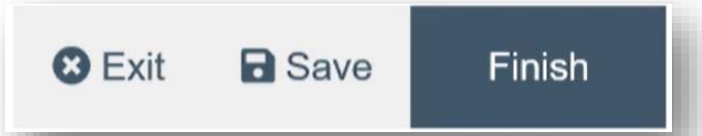
These documents may include:

- Clinical trial documents
- Safety information
- Breeding or restraint device details
- Flow charts

Last step - click Validate to check for errors in your protocol creation.



Click Finish when done.



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For general ERMS-IACUC questions, please contact ermshelp@uthscsa.edu.