Checklist for Submitting a New Project to the USA's IACUC

☐ Complete "Working with the IACUC" at citiprogram.org

☐ If necessary, complete Working with…? (Species you are going to be working with) citiprogram.org

☐ Once you have completed the training, save a copy of the certificate to your computer, you will need to submit it along with your project submission.

☐ Go to irbnet.org and click New User Registration under the login

☐ Complete the New User Registration and be sure to affiliate with the University of South Alabama.

☐ Log in to IRBNet and go to the User Profile on the top right of the page. Scroll down and under Training and Credentials; click "Add New Record." Here is where you will attach your Training certificate that you saved to your computer. The training will now be attached to your user profile so you will never lose it and it will be submitted along with each submission you do.

☐ Now go to Create New Project; fill out the required information.

☐ Download the appropriate forms (i.e. IACUC protocol) and complete them

☐ Complete the IACUC/IBC Application Form On-line Document

☐ Upload any additional documents*

☐ Share the package with any Co-Investigators** This means that they must have IRBNet user profiles.

☐ Link your training and any Co-Investigators' training to the package on the main Designer page

☐ You **must** sign the package

☐ Once everything is attached, you have linked the training of your Co-Investigators (if applicable), and you have signed, you may submit to the IRB.

For complete step-by-step directions on submitting a new project, consult the "USA IRBNet Guide" in the IRBNet Forms and Templates Library.

List of possible additional documents: Approval Letter(s) from IBC or SEC, Grant VAS sections

*** If there are any other Investigators on the project, they must have a user profile in order to be shared with on the project. Their IACUC training must also be uploaded to their profile in order for you to link it to the project.*