Master Axiom Mentor
IACUC Instructions

Created: 3/2/2021
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Basic Information:
Login and Site Orientation
Login: https://www.axiommentor.com/login/shibLogin.cfm?i=cofc
Use your regular CofC email address and password to login; you will only need to do this step occasionally as your login will be saved for future uses.
Once logged in, you will be taken to the home page, which looks like this:
Select the IACUC tab in the top navigation bar to access the IACUC pages.

The IACUC home page is also the Info Page, which includes many helpful links and form templates.

Left Navigation bar contains all the needed links for IACUC submission and review.
Use the left navigation bar to access the Documentation page, which includes all the IACUC-related documents and forms.
My Applications

Select My Applications to create a new protocol application or view/edit existing protocols.

Approval dates, annual review dates, and current application status can be found at this link.
Faculty sponsors of student investigators can view, edit, and submit their student applications using Student Protocols tab. Only faculty sponsors can submit to the IACUC and will receive a notification from the system when an application requires an action.
IMPORTANT NOTE REGARDING STUDENT RESEARCH

• If you are a student and are submitting an application, it must first be submitted to your faculty sponsor for initial review and approval.
• Only the faculty sponsor can submit to the IACUC on behalf of the student
• Faculty sponsors must follow the steps outlined Faculty Sponsor Instructions, below.
Required Training for all Researchers and Faculty Sponsors

• CITI Program certification is required of all students listed on the IACUC protocol. Training must have been completed in the past 5 years.

• See [CofC webpage](#) for more instructions and links

• Your CITI Certificates are listed under the CITI Certification tab in the left-hand navigation menu

• CITI information is automatically uploaded each night, so please wait 24 hours after you complete the training at CITI Program for it to appear in Axiom Mentor

• Contact [compliance@cofc.edu](mailto:compliance@cofc.edu) if you have any issues with your CITI Certifications
IACUC Application
Instructions for Researchers
Create/Edit an Application

Select My Applications from the left navigation menu

To edit an application, press on the Title

Press this to start a new application
New Application: Protocol Information

Once you press “Create a New Protocol” button, this screen will appear where you enter the basic protocol information.

When you add Co-PIs, you can also select which level of access they have—View or Edit.

*Note: Make sure your Application Title is specific to the research, not a generic title like, “Senior Thesis Research”*

Then press Save to continue to Application Page.
**Project Type**: Choose from the options in the drop-down menu
Application Type

Two options:
• New Protocol
• Three-Year Renewal (aka de novo)

If the application is a three-year renewal, provide the IACUC # of the previous protocol
Regulatory Agency

Select USDA if USDA-covered species are involved, otherwise, leave as None

USDA-covered species: **warm-blooded animals** used in research except:
- birds,
- rats of the genus *Rattus*, and
- mice of the genus *Mus* bred for research.
- cold-blooded animals such as fish, reptiles, and amphibians.
Application Page:
You will see this page whenever you select the protocol from the “My Applications” menu.

Change the information displayed here by pressing the Edit button.

Complete the rest of the application by pressing “Application Sections.”
Personnel Qualifications

Application Sections

Test IACUC Protocol for Training
PI: Sara Stevenson

CITI Program Certification can be found under Personnel Qualifications tab. This data is uploaded directly from CITI each night. Please contact compliance@cofc.edu if your CITI certification does not appear here. Additional personnel, including students can also be added to the protocol here.
Press the "Answer" button to begin the application. You can begin at any questions, and it will automatically take you to the next questions as you save each answer.
Answer questions

Enter responses into the text box and press “Save Answers” when finished.

Key Tips/Insights:
- Once “Save Answers” has been pressed, the next question and text box will appear.
Smart form: drop down options depending on responses

* Is this related to a course?
** Options:**
  - 1. Yes
  - 1. No

If yes, provide course number and goals of the course

Some of the text boxes are dependent upon responses to yes/no questions, like this one.
Some questions require additional uploads

Press “Browse” to find the appropriate file on your computer. Once the file is selected, press “Upload.”

The upload will appear on the Application home page. Additional Uploads can be added there as well.

Key Tips/Insights:
• Upload options will appear, as necessary
Links to resources within application questions

*Hazardous Materials:* Are any potentially hazardous materials—chemical agents, radioactive agents, controlled substances, infectious agents, select agents, nucleic acids, zoonosis involved in this protocol?

See [Hazardous Materials Guidance](#) for definitions and information about Risk Groups and Biosafety Levels

Options:  
1. Yes
2. No

List any hazardous materials involved

[Text in red is hyperlinked, and will take you to other resources]
You can also attach an image to the text box, which may be needed for more complicated procedures.

Other text edit options can assist with scientific language.
Multi-Choice response options

Check all that apply

Then provide description in the text box below
Certify

Check the box to Certify

- Certifications
  - I certify that I am familiar with the ethical guidelines and regulations regarding the care and use of animals in research and teaching and the ethical principles of my profession and will adhere to the policies and procedures of the College of Charleston Institutional Animal Care and Use Committee.
  - I will ensure that all people using animals under my direction will be appropriately trained and will read and agree to comply with this protocol.

Save Answers  Cancel
Additional Application Sections

Application Sections

Test IACUC Protocol for Training
PI: Sara Stevenson

Press the arrows to expand the application section to continue answering application questions

Key Tips/Insights:
• New sections added from eForm responses appear at bottom of Application sections page
Animal Information

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Pain/Distress</th>
<th>Total Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No Animal Species Found</td>
</tr>
</tbody>
</table>

* Required Questions Unanswered: 1

Questions

- No question answered yet.

Add/Edit Answers

* Consideration of Alternatives and Prevention of Unnecessary Duplication
Provide justification for pain and distress categories required in this protocol, describing replacements and refinements that have been incorporated into this work and those that have been considered but determined not to be feasible:

Note: for categories D & E justification must include one of the following:

- Alternatives Database Search (required for USDA Animals; strongly recommended for others) which must include names of the databases, date the search was performed, time period covered by the search, the search strategy (including scientifically relevant terminology) used. OR
- Alternatives Statement which provides sufficient information for the IACUC to make an informed judgment, e.g., "Based on ___ years of experience in this field in conjunction with periodic consultation of bibliographic sources (insert source titles) and/or expert(s) in the field (insert name and qualifications for each expert demonstrating the expert's knowledge of the availability of alternatives), I believe there is no alternative to performing this potentially painful/distressful procedure."

Reader Comments
Edit Animal Information

Species Information

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Pain/Distress</th>
<th>Total Requested</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Animal Species Found</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Questions

- No question answered yet.

Add/Edit Answers

* Consideration of Alternatives and Prevention of Unnecessary Duplication
  Provide justification for pain and distress categories required in this protocol, describing replacements and refinements that have been incorporated into this work and those that have been considered but determined not to be feasible.

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- Alternatives Statement which provides sufficient information for the IACUC to make an informed judgment, e.g., “Based on ___ years of experience in this field in conjunction with periodic consultation of bibliographic sources (insert source titles) and/or expert(s) in the field (insert name and qualifications for each expert demonstrating the expert’s knowledge of the availability of alternatives), I believe there is no alternative to performing this potentially painful/distressful procedure.”

Reader Comments

Then click here to add a species;
Can add as many as necessary.
Add Species

Enter required information and press “Save”

<table>
<thead>
<tr>
<th>Edit Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Name</td>
</tr>
<tr>
<td>Scientific Name</td>
</tr>
<tr>
<td>Age</td>
</tr>
<tr>
<td>Weight</td>
</tr>
</tbody>
</table>

- USDA Category B
  Animals being bred, acclimatized, or held for use in teaching, testing, experiments, research, or surgery but not yet used for such purposes or non-invasive observation only of animals in the wild.

- USDA Category C
  (Minimal) – no pain/distress and no use of pain-relieving drugs routine procedures [e.g., injections and blood sampling]

- USDA Category D
  (Moderated) – pain/distress for which appropriate anesthetic, analgesic, or tranquilizing drugs are used

- USDA Category E
  (Unmoderated) – pain/distress for which the use of appropriate anesthetic, analgesic, or tranquilizing drugs are withheld due to adverse effects on procedures, results, or interpretation.

Total Requested
Add Species Information

Once species information is entered and saved answer the questions below.

If additional species are added, answer the questions again for each species.

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Pain/Distress</th>
<th>Total Requested</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Evans Rat</td>
<td>Rattus Norvegicus</td>
<td>C</td>
<td>36</td>
<td></td>
</tr>
</tbody>
</table>

Age: 4 months - 1.5 years
Weight: 

You have answered all questions in this Survey.

* Number of male animals
   Answer: 18

* Number of female animals
   Answer: 18

* Classification:
   Note: Mark as "Native" if species does not fall under the other categories.
   Answer: Native
   USDA
   Protected
   Endangered

* If Protected or Endangered, please indicate the Source(s) confirming protected or endangered status:
   Answer: 1. CITES http://www.cites.org
   2. US Fish & Wildlife http://fws.gov/endangered

✓ Not Applicable
Surgery Section

Surgery Application section will only appear if you select yes to this question.
Answered All Questions

This will appear when all questions in a section are answered

Press Back to All Sections to continue working on the rest of the application

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Pain/Distress</th>
<th>Total Requested</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse</td>
<td>Mus musculus</td>
<td>D</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Sex:** B  
**Age:** 1-6 months  
**Weight:** 15-24g

You have answered all questions in this Survey.
Unanswered Questions

Application Sections

Test IACUC Protocol for Training
Pt: Sara Stevenson

<table>
<thead>
<tr>
<th>Section</th>
<th>Date Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Qualifications</td>
<td></td>
</tr>
<tr>
<td>Research Protocol</td>
<td>01/19/2021 2:38 PM EST</td>
</tr>
<tr>
<td>Animal Information</td>
<td>01/19/2021 2:49 PM EST</td>
</tr>
<tr>
<td>Surgical Procedures</td>
<td>Required Questions Unanswered: 6</td>
</tr>
</tbody>
</table>

Any sections with unanswered questions will be indicated in RED
All Sections Complete

Application Sections

Test IACUC Protocol for Training
PI: Sara Stevenson

<table>
<thead>
<tr>
<th>Section</th>
<th>Date Last Updated: 01/19/2021 2:38 PM EST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Qualifications</td>
<td></td>
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<tr>
<td>Research Protocol</td>
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</tr>
<tr>
<td>Animal Information</td>
<td></td>
</tr>
<tr>
<td>Surgical Procedures</td>
<td></td>
</tr>
</tbody>
</table>

No text in red will appear once all questions in each section are complete. However, you can still edit responses or select View Application Page to submit the application.
"Submit for Review" button will be active once all application sections are complete.

But first, make sure all necessary uploads are attached.
Upload Docs

Key Tips/Insights:
• Select the Upload Documents button from the top of the protocol page.
  • You can then upload individual or bulk documents.

Test IACUC Protocol for Training

Contact compliance@cofc.edu if you have any questions about the application.

Required questions not answered

Submit for Review

Protocol ID 20
PI Sara Stevenson (Click here to view PI Docs)
PI Type General Faculty
Review Type Review Type Not Specified
Approval Status New - Submitted
Submitted By Sara Stevenson
Proposed Start Date 01/26/2021
End Date 01/25/2024
Project Type Research
Application Type New Protocol
Regulatory Agency Not USDA

Application Sections
Application Uploads

For a single upload, press “Browse” to locate file on your device, then upload.

To upload multiple documents, press “Upload Multiple Files”

For a single upload, select the File type from the drop-down menu
Types of Uploads

**Additional Documentation**
- Federal, State or International Permits (if applicable) (pdf only)
- Notifications
- References (doc, docx, pdf, rtf only)
- Reviewer Notes
- Technical Section of Funding Proposal (if applicable) (doc, docx, pdf, rtf only)

**Key Tips/Insights:**
- Multiple file types can be added
- Additionally, more files may be added as necessary
Upload Multiple File

First press “Upload Files” to choose the files from your device.

Key Tips/Insights:
- You can also bulk upload multiple files at once
- You will need to set a file type

Then set the file type, and press “Save”
If your application is incomplete, the “Submit for review” button will not be active.
Application
Page-
Ready to
Submit

Press “Submit for Review” button to submit application to the IACUC
Submit

Press OK to complete submission. You will receive a confirmation email upon receipt.
If revisions are required, the PI will receive an email outlining the requested changes.
Application will be highlighted, and state “Revisions Required” in the My Applications section
Track Changes

Changes to the application are tracked and highlighted in green.
Submit Revisions

Once all revisions are complete, check to box next to “Submit for Review”
Approval

Email approval sent once approved by IACUC
IACUC Application Instructions for Faculty Sponsors
IMPORTANT NOTE: FACULTY SPONSOR ACTION IS REQUIRED IN ORDER FOR THE STUDENT TO SUBMIT AN APPLICATION TO THE IACUC
If you are a faculty sponsor, you will find the application under “Student Protocols” tab in the left navigation menu. Then press on the protocol title to review and submit to the IACUC.
Student Protocol Page

View all sections of application by selecting “Application Forms” and by opening and reviewing the Uploads.
Select the “Request Revisions” section to open a box to describe requested revisions.

Or edit them directly by selecting “Edit Answer”.

Press “Reader Comments” to add comments on any response.

Review Application Sections

Rationale, Objectives and Significance

Provide a brief statement:

Answer: Suggested Word Count Limit: 750, Current Word Count: 174
Charleston Waterkeeper, an environmental nonprofit organization based in Charleston, South Carolina, has a mission to protect and restore local waterways for the surrounding community and future generations. One way the organization accomplishes this is with "boots-on-the-water" educational outreach opportunities through speaking engagements, fundraising and volunteer events, and hands-on activities. This study aims to accomplish two main goals. The first is to develop an environmental education program for Charleston Waterkeeper that can be modified, depending on the type of outreach event, and catered to a specific age group. The second goal is to evaluate the developed program within several adult-centered Charleston Waterkeeper outreach events to better understand its successfulness for improving participants' environmental knowledge and behavior. This will be accomplished by administering a pre- and post-survey to adults immediately before and after participation (respectively) and a long-term survey will be administered at least ten days after participation. Results of this research will provide Charleston Waterkeeper with an environmental education program, show impacts of using this program on adult participants, and provide opportunities for future research.

Describe the benefits of the proposed research to science and/or society.

Answer: Suggested Word Count Limit: 750, Current Word Count: 90
This research will provide Charleston Waterkeeper with an environmental education program that the organization can modify, depending on the type of outreach event, and cater to a specific age group. It will also provide insight into the effectiveness of the developed program for improving adult participants’ environmental knowledge and behavior. With information obtained from this research, Charleston Waterkeeper will be able to better serve its target population (individuals and communities living in the Tri-County region) by enhancing the implementation of these events and improving the content relayed to adult participants.
Complete review of the student application

Press “Faculty Sponsor Action” button to complete the review of the student application and submit to the IACUC

The Development and Evaluation of an Environmental Education Program within a Nonprofit Organization
And select the appropriate response from the dropdown box.
THE STUDENT APPLICATION IS ONLY SUBMITTED TO THE IACUC ONCE YOU HAVE ACCEPTED AND PRESS “UPDATE STATUS”

Key Tips/Insights:
• If the application is complete and ready to submit to IACUC, select “Accepted” and the select “Update Status”
  • This will submit it to IACUC
IACUC Member Review Instructions
If you are an assigned reviewer, your name will appear here
If you are assigned a protocol to review, you will receive an email notification with a direct link to the protocol. Protocols assigned to you can also be found under the “Reviewer” section in the left navigation menu, under the IACUC tab.

Press on the title to open the protocol.
Click on “Application Sections” to view the full application

Additional uploads are included at the bottom of the Application Page
View Application Sections

Press the arrows to expand the application section and view the answers

Or check the “Expand All Sections” box to expand all application sections

Application Sections
Test IACUC Protocol for Training
PI: Sara Stevenson

- Personnel Qualifications
- Research Protocol
- Animal Information *
- Surgical Procedures

Date Last Updated: 01/19/2021 2:38 PM EST
Date Last Updated: 01/19/2021 2:49 PM EST
Date Last Updated: 01/19/2021 2:57 PM EST
View Application Answers

Read through the application answers. If you have any comments or stipulations, press “Reader Comments” below the answer.
Add Reader Comment

Add comment in the text box and press save.
**Comments Highlighted and Timestamped**

**Special Safety Training and Approvals:** Are certified training or special approvals by the Biosafety Committee or Environmental Health and Safety required?

<table>
<thead>
<tr>
<th>Answer</th>
<th>1. Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓ 2. No</td>
</tr>
</tbody>
</table>

**Research Environment:** Describe the environment in which the research will be conducted. Examples include: field, laboratory, or sterile surgical room. Include building and room number, if applicable.

| Answer | RITA 300 |

**Reader Comments**

John Widholm  
Greater specificity needed

01/19/2021 3:27 PM EST

Display Comment to Other Readers

Answers with comments are highlighted in green.

Press on the arrows to display comment

To display to other reviewers: check the box “Display Comment to Other Readers”
Indicates which Sections have Comments

**Test IACUC Protocol for Training**

**PI:** Sara Stevenson

<table>
<thead>
<tr>
<th>Section</th>
<th>Comments</th>
<th>Date Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Qualifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Protocol</td>
<td>Questions with Comments: 2</td>
<td>01/19/2021 2:38 PM EST</td>
</tr>
<tr>
<td>Animal Information</td>
<td></td>
<td>01/19/2021 2:49 PM EST</td>
</tr>
<tr>
<td>Surgical Procedures</td>
<td></td>
<td>01/19/2021 2:57 PM EST</td>
</tr>
</tbody>
</table>
Go back to Application Page to complete review

Press “View Application Page” from the top of the page
Complete Review

From the “My Applications Page”, press the “Review” button
Step 1: Leave any comments and review status: approve, recommend full committee review, approve with stipulations.

Step 2: Then change the review status from the drop-down menu.
Step 1: Reviewer Comments:

Add comments in the text box and press Save
Step 2: Change Review Status

Choose “Completed” if approved with no stipulations
If approved with stipulations, choose “Pending-Revisions Required” if revisions are required. This will pull up a notification message to the IACUC admin
Pending—Revisions Required option will pull up this message window. Write the required revisions in the text box and press send. This will send the message to the IACUC admin—not the PI.
Review Complete - Revisions Required

If revisions are requested, this will be the final screen once you press send. You will be notified again once revisions are submitted.
Review Complete

If you have completed your review and no revisions required, once you see this screen then the review is complete.
While Pending: No application appears
Revisions Required: PI View

Application will state “Revisions Required” when in that status.

<table>
<thead>
<tr>
<th>IACUC #</th>
<th>Title</th>
<th>PI</th>
<th>Approved</th>
<th>A.R. Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Title goes here</td>
<td>Sara Stevenson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021-02</td>
<td>Voluntary Consumption of Ethanol Pr...</td>
<td>Sara Stevenson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021-003</td>
<td>Test IACUC Protocol for Training</td>
<td>Sara Stevenson</td>
<td></td>
<td>Revisions Required</td>
</tr>
</tbody>
</table>
Reviewer Notes now listed

PDFs of reviewer notes are now included in the application. You can use these as a reference if revisions were requested, or look at the Reader Comments in the Application Sections.
Reassigned DMR after Revisions

If a revised application is sent back to you for re-review, press “DMR 2” for the second review. The first review, “DMR,” is already complete.
Changes tracked in application

Describe the experimental procedures in detail. For complicated procedures attach a flow chart in the file upload under this section.

Note: for assemblages or biotic surveys, describe the sampling method(s) to be used; specify net, trap, or whether a kill or live apparatus will be used and describe the restraint, handling, sampling, and marking or tagging methods.

Answer:

Experimental procedures go here. Deleted text is striked-through. New text is highlighted in green.

Revisions are tracked in green. Old text is stricken-through.
Protocol Modification Submission Instructions
Modification tab located at bottom of Application Page

To start a new protocol modification, press “Create New Modification” button
Choose which application sections to modify

Create New Modification

This form will create a new Modification. You will be prompted after the Modification record is created to provide additional information and/or file uploads.

Application Title: Test IACUC Protocol for Training

Select Application Sections you wish to revise

- Personnel Qualifications
- Research Protocol
- Animal Information
- Surgical Procedures

Create Modification  Cancel

Note: Add additional students by selecting “Personnel Qualifications”
Press “Edit Application Sections” to revise application information.

Press “Modification Questionnaire” to provide a summary of proposed changes.
Press here to begin answering required questions.

---

<table>
<thead>
<tr>
<th>1. Summary</th>
<th>Type: Long answer</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Please provide a summary of all changes to be made:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Pain Category</th>
<th>Type: Multiple Choice</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Will the proposed changes increase pain or distress?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Options: Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Personnel</th>
<th>Type: Multiple Choice</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Are there personnel changes? (Note: changes should be made on the Personnel application section. Be sure to select Personnel as an application section to be modified if you answer &quot;Yes&quot;).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Options: Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Complete Modification Questionnaire

Press "Save Answer" once complete, then "Return to Application Page" to continue modification and revise application sections.
Change Application Sections information

* Describe the experimental procedures in detail. For complicated procedures attach a flow chart in the file upload under this section.

Note: for assemblages or biotic surveys, describe the sampling method(s) to be used; specify net, trap, or whether a kill or live apparatus will be used and describe the restraint, handling, sampling, and marking or tagging methods.

Answer:

Deleted text is striked-through. New text is highlighted in green. Changes are tracked as made to the application sections

Make changes in the text box and press ”Save Answers”
Once changes are made and questionnaire is answered, press the “Submit” button. Press OK to complete submission.
Annual Review (Continuing Review) Submission Instructions
Continuing Reviews, Modifications location at bottom of Application Page

Press “Complete and Submit” to start the Continuing Review

Recommend submitting 2 weeks prior to Due Date provided
Set Continuation Status

Choose the appropriate year
Answer Continuing Review Questions
Upload new permits

Do you have any new or renewed permits?

Options:  
- No
- Yes

Selecting “Yes” will prompt an upload option. Upload any new or renewed permits—one file only so compile into a single PDF on your device before uploading.
Upload Animal Use Information

Previous Year Animal Use Summary
Complete the chart. Add additional rows as needed. Explain any instances where projected and actual numbers vary.

For Assemblages or Biotic Surveys, provide an updated Species Chart.

This question includes an "Answer Template". Should you delete or otherwise corrupt the template (since you have full edit capability on the answer), you can reset your answer to the original template by deleting all contents of your answer. Then save your answer and then re-open the answer form and the template will appear.

Use the answer template and fill in the chart.

<table>
<thead>
<tr>
<th>Scientific and Common Name</th>
<th>Total acquired animals</th>
<th>Total reached final disposition</th>
<th>Total retained for future use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Projected</td>
<td>Actual</td>
<td>Projected</td>
</tr>
</tbody>
</table>

Additional rows can be added by right-click in the table and choosing Row->Insert Row After.
Assemblages/Biotic Surveys

For assemblage/biotic surveys with multiple species, use the Species Chart .xls file instead, which can be downloaded by clicking on “Species Chart”. Upload completed PDF at the end of the CR.
Submit Report

Once completed, submit report.

See Modification Submission Instructions if a modification is also needed.