

## IACUC Graduate Student Checklist

Here's how to make sure you have everything you need to make the process as smooth as possible beginning to end. Complete this process prior to beginning work on your research project.

Make sure you know the protocol number(s) for your project(s) and that you are an official member of the research team. It is required that your PI / advisor add you to a protocol and your addition be approved prior to you completing any work on the project.

You may not collect any new data which you intend to include as part of your thesis / dissertations until:

- a) You have completed all necessary CITI training.
- b) The research protocol has been reviewed and approved by the NDSU IACUC Committee *and* you are listed as part of the research team on this approved protocol.
- c) You complete an individual training log.
- d) You complete the OHS process. This process can take up to 20 days.

If approval has not been received, or you are not listed as part of the research team you are at risk of not being granted your degree.

### To be added to a protocol involving animals:

- ☐ Complete your [Novelution](#) profile. You will receive an email from the Novelution system when your PI / advisor adds you to the protocol, if you do not already have a Novelution profile. This is where all your training documentation is stored, so it's important to complete this step first.
- ☐ Complete the [Occupational Health and Safety](#) (OHS) process.
- ☐ Complete a [training log](#) reflecting you are trained and proficient in all responsibilities listed for you in the Responsibilities portion of the Research Team Panel of the protocol.
- ☐ Complete general [CITI](#) training:
  - If working with laboratory mice or rats:
    - ☐ Complete the Rodent Research Course.
  - If working with live vertebrates (non-wildlife, non-rodent):
    - ☐ Complete the Working with the IACUC Course.
  - If working with live vertebrate wildlife animals:

☐ Complete the Wildlife Research Course.

- If working in extension and may use live vertebrate animals for demonstration/exhibition:

☐ Complete the Extension Agents course.

☐ Complete species-specific CITI training, ex.:

- ☐ Working with Mice in Research Settings
  - ☐ Working with Genetically Modified Mice in Research Settings
  - ☐ Working with Cattle Amphibians in Research Settings
  - ☐ Working with Cattle in Agricultural Research Settings
  - ☐ Working with Sheep and Goats in Research Settings
- Etc. (these are only a few examples)

It is the responsibility of the **student** to make sure they are an official member of the research team for any project on which they intend to work. You can check your research team status by checking or searching your email for the official approval letter. Make sure your name appears as part of the research team on the attached letter.

☐ IACUC approval emails will come with a subject line that reads:

IACUC202XXXXX Approval

Another way to check your research team status is to search for the protocol in Novelution.

Once you're logged in, navigate to Search IACUC Protocols under the IACUC tab.

If you know the protocol number, you can enter it into the Protocol # or Title box, or you can search by your name in Personnel, or your PI's name in PI/Co-PI. If you are part of the research team, the protocol(s) will appear in the search results. If you are not, it will not appear.

To obtain an approval letter for a protocol not in Novelution, email the IACUC office [ndsu.iacuc@ndsu.edu](mailto:ndsu.iacuc@ndsu.edu). You will need to include the name of the PI and the protocol number. A search for the approval letter cannot happen without this information.

If at any point while working on a research project you feel there has been a deviation from the protocol or an adverse event needs to be reported, please feel free to reach out to the IACUC Office. If you don't feel comfortable talking with your PI about the situation, please reach out. We will handle the situation on your behalf and if you prefer, your anonymity will be protected. We encourage you to speak up if you feel something isn't happening the way it should.

## HELPFUL RESOURCES

	Phone:	Email:
NDSU Graduate School	(701) 231-7033	ndsu.gsa@ndsu.edu
NDSU IACUC Office	(701) 231-8114	ndsu.iacuc@ndsu.edu
NDSU IBC Office	(701) 231-8114	ndsu.ibc@ndsu.edu
NDSU IRB Office	(701) 231-8908	NDSU.IRB@ndsu.edu

### NDSU Novelution Login:

The Novelution System is a centralized system where you will complete and submit protocols for review. This is where you will find your protocols to refer back to them when needed.

<https://erac.ndsu.edu/login>

### NDSU Occupational Health and Safety Program:

Individuals who have substantial contact with animals and anyone being added to an IACUC protocol in an animal handling role must participate in the NDSU Occupational Health and Safety Program.

[https://www.ndsu.edu/police\\_safety/public\\_health\\_and\\_safety/animal\\_care\\_and\\_use\\_program/](https://www.ndsu.edu/police_safety/public_health_and_safety/animal_care_and_use_program/)

### Individual Training Log:

This log needs to reflect the individual being added to the protocol has been trained and is proficient in performing the responsibilities listed for them on the protocol.

[https://www.ndsu.edu/research/about\\_rca/all\\_rca\\_forms/#c596707](https://www.ndsu.edu/research/about_rca/all_rca_forms/#c596707)

### CITI:

<https://about.citiprogram.org/>