



INSTRUCTIONS

OVERVIEW

This document provides instructions for filling out and submitting the WPI IACUC Animal Use Protocol Form (Form AUPF). This form is only available in MS Word 2000 format on the WPI IACUC website (<http://www.wpi.edu/+bme/IACUC>) and must be submitted in both electronic and paper form.

GENERAL INSTRUCTIONS

- 1) No protocol will be accepted unless it is typed. It should be filled out online and then printed for signature and submission.
- 2) Submit BOTH a paper version (with signatures) and an electronic version (disk or email enclosure) to the Chairman of the WPI IACUC Committee. Contact information for the IACUC Chairman can be found on the IACUC website (<http://www.wpi.edu/+bme/IACUC>).
- 3) Please be complete. If something does not apply, indicate "Not Applicable" or "NA". This form must stand alone; therefore, do not refer the reader to a section of a grant application or other material in responding to any question. Any such information must be restated on this form. Do not simply copy and paste information directly from a grant application.
- 4) There are helpful hints embedded as MS Word comments throughout the document to help you understand the purpose of a section or question.
- 5) The Principal Investigator (PI) is strongly encouraged to consult with the WPI Veterinarian. This interaction with the Veterinarian serves several purposes: a) it meets the requirement under USDA regulations to involve the Veterinarian in protocol planning; b) it provides an opportunity for you to ask specific questions about appropriate responses when preparing this form; c) it provides an opportunity for the Veterinarian to gain information from the investigator; and d) it streamlines the review process.
- 6) Please use double-sided printing whenever possible to conserve paper.

HELPFUL HINTS FOR FILLING OUT THE MS WORD FORM

- 1) To **move the cursor** through the document use the arrow keys or a mouse: Use of the TAB key may cause problems with the formatting of the document.
- 2) Type only in the **text boxes** provided: The boxes will resize as needed for extended text. (Typing outside the boxes may cause problems with the layout of the form.)
- 3) If you want to **add lines to a table**: Position the cursor outside the right border of the lower right-hand box of the table using the mouse and click once, then hit ENTER. This will add an additional line to the table.
- 4) To **display the embedded helpful hints [Comment #]**: Tools, Options..., View, Hidden Text, ON: This will display highlighted [Comment #]s throughout the text. If you double click one of these it will give additional information about the form. It is preferred that these not be displayed on the printout. Generally Hidden Text and Annotations are NOT selected for printing by default.
- 5) **Hiding grid lines** will make it easier to read the form: Table, Hide Gridlines.