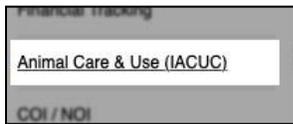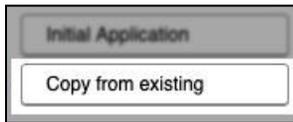# Animal Care and Use

IACUC: Generating a 3-Year Rewrite

The following guide assists with using the copy from the existing button to create a 3-Year Rewrite once logged into the [Research Enterprise Data (RED) system](#).

3 Year Rewrite Process

1. Log in to the [RED system](#) with your Unity ID and password.
2. Click the **IACUC Module Tab**.

Financial Tracking
Animal Care & Use (IACUC)
COI / NOI

3. Click the **Copy From Existing** button.

Initial Application
Copy from existing

4. Type the existing Protocol Number in **the search field**.
5. Click the **Continue** button.

Create From Existing

④

Protocol Number to copy: [   ] Continue ⑤
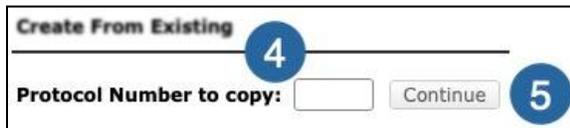
NOTE: If the entered number is accurate, the intended protocol will open.

6. Click the **Animal Care and Use Tab**
7. Check the **Yes** box in question 6
8. Complete the remaining fields

⑥ Animal Housing
Animal Care and Use
Potential Pain and Distress

* 6. Is this a 3 year rewrite of an approved protocol?
⑦ ☑Yes ☐ No

* a. Please enter the previous protocol number.

⑧ [   ]

* b. Animal Use: Please provide an accounting of your animal usage during the final year of IACUC approval in the chart below.

* Species	
* Category	
* Total # Approved	
* Total # Used	
	Remove

Add New

NOTE: Review the protocol, update information as needed, and follow the [standard submission process](#).

9. Once all action items are addressed, log out of the RED system by clicking **Logout** in the top, right corner of the browser window.