



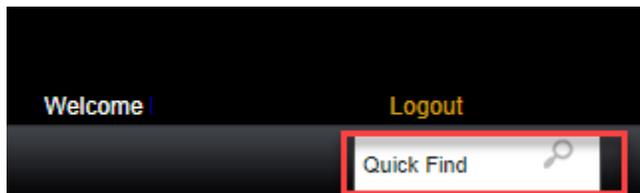
Animal Care and Use

IACUC: Closing a Research Protocol

All animal research protocols must be closed out with a final animal usage form detailing the closing steps of the research process. Submit a final animal usage form to the IACUC office in the RED system.

Creating a Final Animal Usage Submission

1. From the RED homepage, Click in on the “**Quick Find**” box at the top right of the screen and enter the protocol number. (PI or Designated Editor/ Co-PI)



2. Click on the **record type** for the correct protocol. A flyout menu will appear.



3. Hover over **Create New** to open the menu.
4. Click on **Final Animal Usage**. The submission window will open.

Record Number 19-615 **New Protocol Created for** on 29-Jul-2019 10:33 AM
 - 515101-Electronic Research Administration System Support Lab Animals Edit Mode Change Project Info

Done Save

Submissions (4) Linkages Summaries Attachments (4) Communications (9) Access ?

Home > Submissions > Final Animal Usage > Submission

Submission Final Animal Usage Submission Number: 19-615-04 Created on: 22-Apr-2020 Status: Not Submitted

Document/Form	Add	Type	Status	Submit
Final Animal Usage			Incomplete	(Mandatory Form)

Show Existing Protocol Attachments

Submission Details: Reviews, Communications, Personnel (1), Attachments (1), Status History (1), Assignments

- Click **Final Animal Usage**.
- The submission form appears in a new window. Read and confirm you have read the instructions and complete all tabs on the left-hand menu.

Close Print Form History Submit Save Changes Complete

Final Animal Usage

IACUC #: Submission #: Protocol Title: PI Name: Status: **Not Submitted**

General All Pages

General

System Note: NC State's two-factor authentication system has a 60-minute timeout. If you have not interacted with RED for 1 hour or more, be sure to close all system windows before you attempt to log in again.

IMPORTANT: THE IACUC REQUIRES DOCUMENTATION OF TOTAL NUMBER OF ANIMALS USED THROUGHOUT THE DURATION OF APPROVED ANIMAL USE ACTIVITIES.

THERE ARE NO EXCEPTIONS.

Please complete this form indicating the number of animals used on the protocol during the last/final year of use. We ask that you complete the Final Reporting Form when you are requesting deactivation of a protocol, as well as prior to submission of a protocol due for the three year renewal application.

* Confirm that you have read and understand these instructions

- Click **Locked**. If any mistakes or missing pieces of information are detected on the form, RED will prompt you to fill in the missing information before clicking complete.

Save Changes Comments Panel Extract Comments **7** Locked

- Click **Submit**.

Form History **Submit** Save Changes

- Once your form has been submitted, log out of the RED system by clicking **Logout** in the top right of the screen.