




Before you Create a Protocol

Startup Checklist

Important to Note throughout PERA System

- A red asterisk (*) seen throughout the system is a required field and MUST have an answer or the system will not let you proceed.
- Sections with a round circle to check will only allow one selection.
- Sections with a square box will allow you to select more than one option.
- There are Help buttons  located in many sections/questions throughout the system. These buttons have been populated with information to assist you with completing the section/question.

Plan Out your Protocol

- 1. Summarize the animal use, reasons for performing the activity, and its benefits.
- 2. Determine the experiments/activity and the number of animals required.
- 3. Determine the procedures you will perform, and the substances (e.g. drugs, chemicals, etc.) needed for the procedures that will be conducted in your experiment(s).
- 4. Identify any supporting documents to include in your protocol, such as explanations of the research, flowcharts, tables, graphs, grant applications, wildlife permits, training exemption forms, course syllabuses, and other information explaining or justifying your animal use activity. The PERA system will **NOT** allow flowcharts, graphs, etc., to be inserted into the smart form. These types of information will be saved to an excel sheet or word documents and uploaded as a supporting document.

Setting Up Building Blocks

The PERA IACUC module's core foundation are the "Building Blocks" that form an animal use protocol. Once they are set up, you can create your protocol. The diagram below shows the concept of building blocks.

- 1. Create a research/animal use team for the substances, procedures, and protocols you create. The term "Research Team" can also mean anyone who will be performing animal use activities on a protocol (i.e. teaching or testing activity).
- 2. Check the IACUC Standard Library for the procedures and substances required for your protocol experiments. NOTE: The IACUC has not populated the Standard Library with procedures. You will need to create your own Team Procedure Library.
- 3. If substances are missing from the Standard Library that the IACUC populated, you will need to create your own Team Substances.
- 4. The IACUC has not populated Standard Procedures; therefore, you will need to create your own Team Procedures.

Concept of Building Blocks Diagram

