

Creating Animal Care Applications in ACAP

Only list one species per protocol. Studies in mice, rats, and any USDA regulated species must be submitted as separate applications. There are some exceptions to this under very specific circumstances so if you have any questions please contact the Office of Animal Care and Use at 919-966-5569 for clarification.

Do not open ACAP in more than one browser window at a time. Doing so may result in data loss or corrupt data.

If a section does not appear on the Item List page (with the red checks on the left side), select the second item, Addendum Checklist. From there, check the box for the needed section, then scroll down and save the addendum. Unchecking boxes on the addendum checklist removes them from the application.

Be certain you have clicked “Accept Changes” before navigating away from or closing an open, pop-up text box to ensure your changes are not lost. If you do click something else on your desktop and the pop-up disappears it has likely just moved behind another open window. Do not attempt to reopen the text box as this creates conflicting version that may result in a loss of data.

Please feel free to upload tables as attachments and reference them in the application. However, **inserting tables directly into the text of the application should be avoided** as it causes formatting problems and data corruption.

Use of Core Facilities and Collaborations require an Animal Services Provided or Received form. Select the last item on the Addendum Checklist to access this form from the Item List page. Once complete, upload a copy signed by both the PI providing services and the PI receiving services to the attachment section in ACAP. Electronic signatures are acceptable.

ACAP links directly to the EHS Principal Investigator (PI) Lab Safety Plan. You can select the approved Schedule H and G forms needed for your application under “Attachments”. However, if you are using forms that are associated with another PI on your application, you will need to upload them from your computer.

Schedule G forms are reviewed at the IBC meetings once a month so it is critical that they be submitted prior to the deadline. Additional information on Schedule forms can be found [here](#).

The personnel section should only list techniques that will be performed for procedures conducted as part of this application. Conversely, all techniques outlined in the application must be assigned to the appropriate personnel in Section 1.0, Personnel. If you need assistance determining what roles and techniques must be listed on your application, please contact Office of Animal Care and Use (OACU) Training and Compliance personnel at 919-966-5569.

The forms and online orientation modules listed below must be completed for all personnel prior to application approval.

- Research Profile – must be completed first
- Lab Worker form – required before the Animal Handler form can be completed

- Animal Handler form – needed for all animal handling and any hands- on training classes, must be updated annually
- IACUC Orientation – must only be completed once
- DLAM Orientation – must be updated every 3 years

Log into ACAP to view your current registrations and identify any outstanding issues.

The PI/LAC should review the certifications of all lab personnel (hands-on and online) at the time of application submission and make arrangements for training without delay. Training class availability can be found [here](#).

Please contact the Office of Animal Care and Use at 919-966-5569 or IACUC@med.unc.edu if you have any questions or require assistance.