

Please log in NYCUC Portal > Laboratory Animal Management System > IACUC protocol-CT Campus, print it out and signed by PI. (submit these required documents to Chia-Wen Wu [chiawen@nycu.edu.tw](mailto:chiawen@nycu.edu.tw), ext. 56943, Office 325, Experimental Building I, Boai Campus)

(The Animal Use Protocol must be signed by PI and filled in the date.)

Passed, Affidavit of reviewing of Animal Use Protocol

Veterinarian pre-review (3 working days)

If not passed, it will be sent back to the applicant

By providing a receipt number, the protocol will be reviewed by 2 committee members designated by the chief. It is also given to other committee members (subreview) (7 working days)

Approved

Review after improvement

Notify the PI to make improvements (Reply within 7 days)

Not approved

Review again

Not approved

The protocol is sent to the IACUC-CT meeting for review

Approved. Compiled by the Executive Secretary of the IACUC-CT, providing an IACUC number, and the affidavit of approval of Animal Use Protocol signed by the chief

Not approved, withdraw the protocol

Notify the PI of the review result

Participate in the educational training of the LAC-CT Campus

Application for entry access control (**must be listed on the protocol**) (NYCU Portal> Laboratory Animal Management System >LAC-CT various applications> Access control application)

Ask the LAC staff for the cage remaining vacancy and apply for laboratory animal entering on system (Fill out the animal entering application form **7 days before**)

Entry and exit must follow the procedures in the LAC

1. How to apply for entry access control
2. Procedures for you entering and leaving
3. Procedures for laboratory animal entering
4. Procedures for laboratory animal leaving

For the detailed procedures, please refer to the instructions on our [website](#).