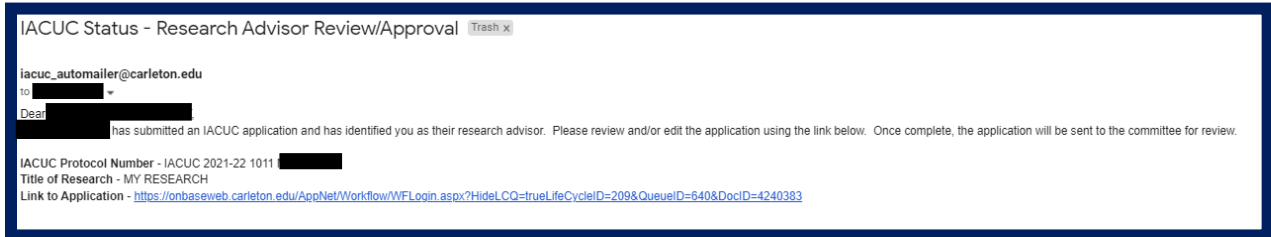


Faculty Advisor Instructions

If the **Applicant** is a student, then the student must enter in a **Faculty Advisor** on the form. The **Faculty Advisor** will receive an email notifying them of the student's application. The email notification includes:

- 1-The student's name
- 2-The Protocol Number, Title of the Research, and a link to the application



Selecting the link in the email notification, brings the **Faculty Advisor** to the OnBase User Interface.

The screenshot displays the "IACUC Application" form in the OnBase system. The form includes a "PLEASE NOTE" section, a "Protocol Number" field (IACUC 2021-22 1011), an "Application Status" field (SUBMITTED), and an "Application Date" field (02/08/2022). The main section is titled "SECTION ONE: SUMMARY INFORMATION" and contains several fields: "Title of Research*" (MY RESEARCH), "Principal Investigator" (Applicant Name, Email Address, Applicant's Status at Carleton (STUDENT), Applicant Details), "STUDENT APPLICANTS" instructions, "Faculty Advisor Name*" and "Faculty Advisor Email*" (Carleton Email Address only), "Purpose of Research" (Is this research for a comps project? * YES NO), "Department or Program*" (Biology), "Animal Species*" (Frog), "Are these animals currently housed at Carleton?*" (YES NO), and "Proposed Dates of Study". In the bottom left corner, there are two buttons: "Submit to Committee" and "Withdraw Application", both of which are highlighted with a red box.

The **Faculty Advisor** can edit the application, if needed, while working with the student.

The **Faculty Advisor** has 2 actions in the lower left-hand corner:

- 1-**Submit to Committee** – approving the application for committee review

2-**Withdraw Application** – withdrawing the application, if research will not go forward or if student should start a new application



NOTE: the IACUC Admin will be able to pull an application out of the withdraw queue, if needed, and provide back to the student to complete and submit