**Administrative Review: Manage Departures**



**Work Instructions:**

The IACUC coordinator and director manage departures from the *Guide for Care and Use of Laboratory Animals*.

Departures from the *Guide for Care and Use of Laboratory* *Animals* are reported on approved protocols. Departures are found in the *Institutional Official* report and the *Protocols with Departures from the Guide* report*.* Both reports are located by clicking the Reports link.

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. From the **In-Review** tab, click the submission’s **Name**.
3. From the workspace, click **Manage Departures** under **My Current Actions**.
4. Complete the page, paying special attention to **Question 1 - Add any departures from the Guide.**
	* Click the **Add** button.
	* This opens a **SmartForm**. Complete the fields, and then click **OK**.
5. Add any **Comments** or **Supporting Documents**, if needed. Click **OK.**

**Note:** *Manage Departures is not available for Annual Reviews.*