

Customizing a Standard Procedure for use as a Team Procedure

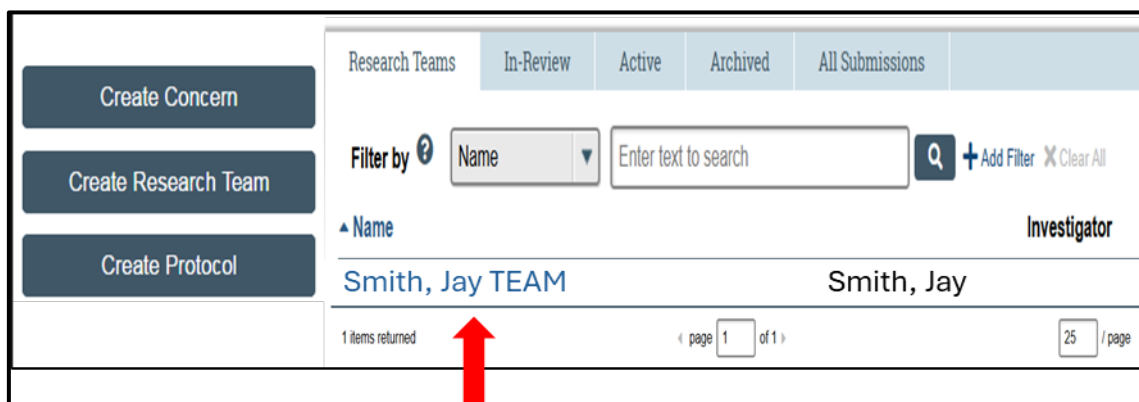
1. Access the Carolina Online Research Administration (CORA) link from the IACUC page [Animal Care and Use Committee - Office of Research Compliance | University of South Carolina](#)

Note: the CORA link cannot be bookmarked but you can bookmark the IACUC page to easily access the link.

2. Click on the **IACUC** navigation tab.



3. Select the Research Team tab to display all research teams to which you are a member. Clicking on the team Name ([blue hyperlink](#)) will select that team workspace.

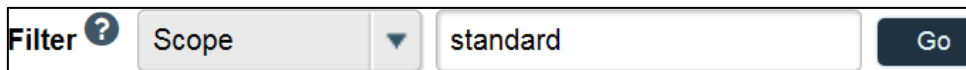


4. All current selectable procedures are listed on the '**Procedures**' tab of the Research Team workspace. There may be Team (lab specific) and Standard or may list only the Standard Procedures.

Submissions	Procedures	Substances	History	Research Team Contacts	Archived Procedures	Archived Substances	Training	
Filter by ? Name ▼ Enter text to search Q + Add Filter × Clear All ⚙								
Name	Execute Activity	Date Modified	State	Version	Species	Procedure Type	Scope	
Iso Vaporizer mouse	Actions ▼	10/19/2026 12:40 PM	Active	1	Mouse	Substance Administration	Team	
Anesthetic Overdose, Pentobarbital or Pentobarbital Solution IV [TEMPLATE]	Actions ▼	10/21/2026 4:55 PM	Active		Mouse	Euthanasia	Standard	
[TEMPLATE]: Decapitation, Unanesthetized (14 days of age or older) [TEMPLATE]	Actions ▼	10/21/2026 4:55 PM	Active		Mouse	Euthanasia	Standard	

These may also be viewed in the IACUC Standard Library Tab (see next).

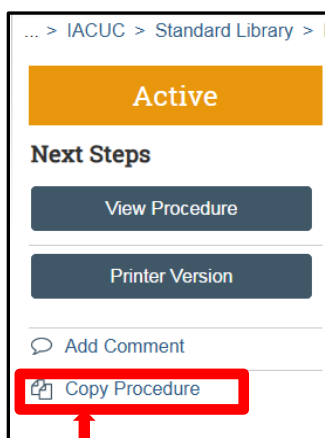
5. Standard Procedures are available in the Standard Library. These can be viewed by filtering the Scope of the procedure with the keyword '**standard**'. Standard Procedures end with the word [TEMPLATE]. These must be COPIED from the STANDARD LIBRARY to your Research Team to Edit and saved as Team Procedures.



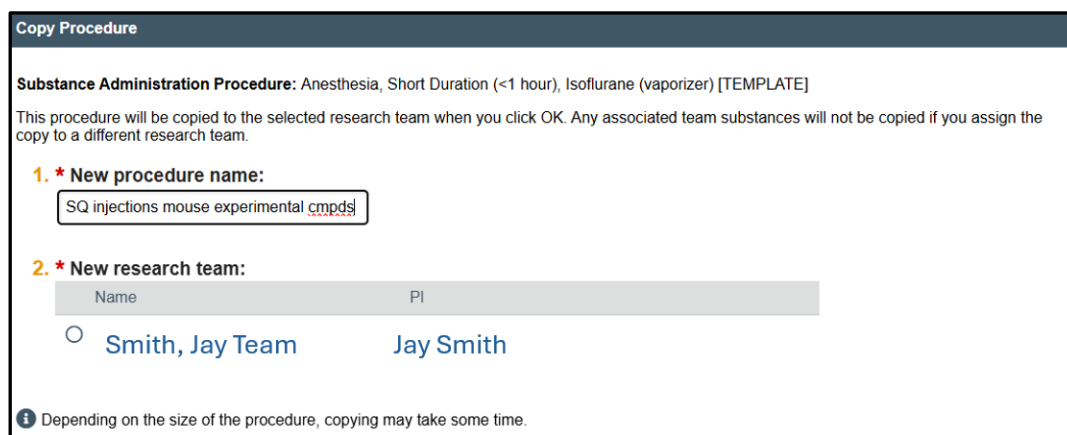
Filter ? Scope ▼ standard Go

6. There are two easy ways to Copy Procedure:

- Investigators can choose any Standard Procedure and click on the name ([blue hyperlink](#)) to open and View the procedure. Click  [Copy Procedure](#) in small font on the left-hand menu.



Follow the instructions in the popup window. Rename the procedure (do not use [TEMPLATE] in the name) and assign it to the appropriate Research Team. Click OK (bottom).



Copy Procedure

Substance Administration Procedure: Anesthesia, Short Duration (<1 hour), Isoflurane (vaporizer) [TEMPLATE]

This procedure will be copied to the selected research team when you click OK. Any associated team substances will not be copied if you assign the copy to a different research team.

1. * New procedure name:

SQ injections mouse experimental cmpds

2. * New research team:

Name	PI
☐ Smith, Jay Team	Jay Smith

 Depending on the size of the procedure, copying may take some time.

- The second way is to find the desired procedure on the list in the Execute Activity column, click the ▼ to see your choices. Click  **Copy Procedure** and follow the instructions in the popup window as noted above.

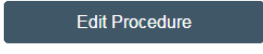
Name	SmartForm	Execute Activity	Date Modified	State	Version
Injection, Footpad, saline [Template]	[Edit or View] ▼	Actions ▼	10/21/2026 4:54 PM	Active	1
1 items returned		- Add Comment  Copy Procedure			

7. After clicking  you will be returned to the Standard Library List. Click **IACUC** (blue hyperlink) at the top left side of the screen.



8. Choose the Research Team by clicking on the Team Name (blue hyperlink).

Research Teams	In-Review	Active	Archived	All Submissions
Filter by ?	Name ▼	Enter text to search	Q	+ Add Filter
▲ Name	Investigator			
Smith, Jay Team	Jay Smith			

9. The Procedure will be at the top of the list as Team Procedure. Click on name to open and click on  answer all * questions and Save.

... > IACUC > Smith, Jay Team > IP Injection Rat

Active

Next Steps

Edit Procedure

Printer Version

Create New Version

Add Comment

Copy Procedure

Archive Procedure

PROC00004051

SQ Injections Mouse Experimental Cmpds

Procedure type: Substance Administration
Procedure scope: Team
Species: Rat - Laboratory
Version: 1

Substances: Saline

History Documents Related Protocols Related Procedures Versions

Filter by ? Activity ▼ Enter text to search Q + Add Filter X Clear All

Activity	Author	Activity Date
Procedure Created	Smith, Jay	10/26/2026 12:25 PM

Copied from Standard Procedure: PROC00003054 Intraperitoneal (IP) injection, saline [TEMPLATE]