

# Create an Animal Use Protocol (AUP) application

This quick guide describes basic navigation for users creating and submitting an online AUP application on the Research Administration Information System (RAIS). Additional resources are available on the [RAIS login and support page](#).

## VPN Requirements:

*If you are accessing RAIS off-campus make sure that your device is connected to **Virtual Private Network (VPN)**. Otherwise, you will be taken to a white screen with an error message.*

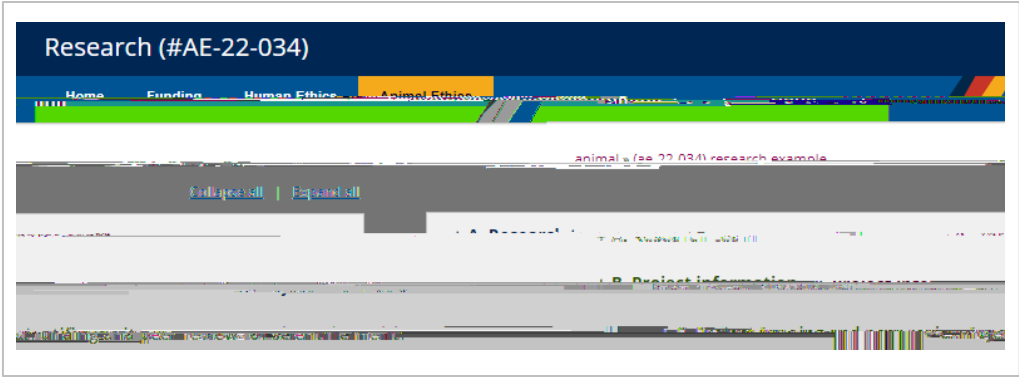
	Instructions	Screenshot
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Instructions

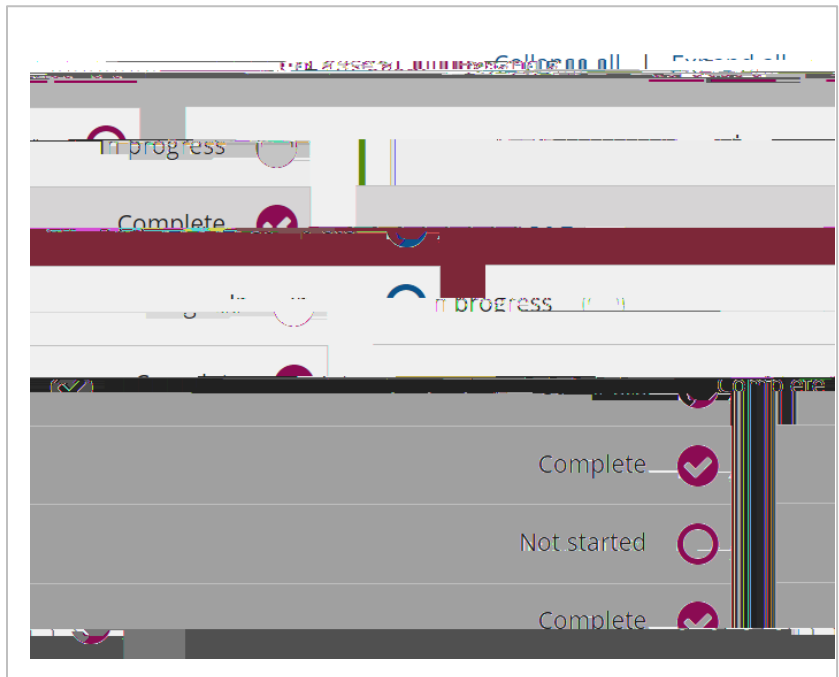
Screenshot

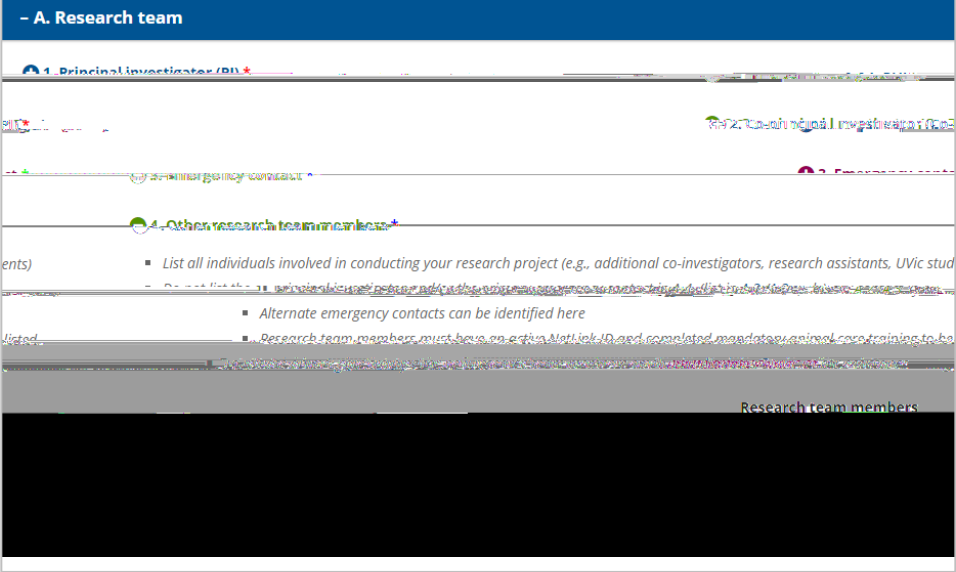
Log-in with your NetLink ID and password

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	Instructions	Screenshot
7	<p>Go to <b>Section A</b> to add a Co-PI, an Emergency Contact or other research team members.</p> <p>To add a new team member, <b>click</b> on the name input field then select from the drop-down list.</p> <p><i>TIP:</i> Contact <a href="#">animal training</a> if you have new team members that don't appear in the drop-down list.</p>	
8	<p><b>Assign access</b> to the application for your team members based on their role:</p> <ul style="list-style-type: none"> <li>• Read access</li> <li>• Edit access</li> <li>• No access</li> </ul> <p><i>Note:</i> Only team members with <b>edit</b> access can edit the application.</p> <p>Changes to team member access will take effect as soon as Section A is saved.</p>	

	Instructions	Screenshot
9	<p>Select the appropriate <b>Signatory</b> to sign-off on your application.</p> <p>Signatories include the Chair, Director, Dean or their designate.</p> <p><i>Note:</i> Team members (including PI) cannot be selected as a signatory.</p>	

Instructions	Screenshot
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When you **submit** your application, an electronic workflow is created requesting the signatory's approval.

Once signed-off by the signatory, your application will be submitted electronically to the Animal Ethics office.

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*TIP:* The project page for your application shows