

Time-Line of When INAD Data Needs To Be Completed and Entered Into The IPMS On-Line Database

1. **New Study Request - Form W Study Worksheet** - this form is completed by the investigator **before** the study is conducted. The form will then be submitted to Stage 2 for the study monitor to review it. If it is accepted by the study monitor, it will be advanced to stage 3 for AADAP to review and assign a study number to the study. This form is located on the New Study Request tab.
2. **Drug Receipt – Form 1** – this form is completed by the investigator and needs to be completed within 10 days of receipt of drug. This form is located on the Manage/View Inventory page.
3. **Chemical Use Log – Form 2** – this form is completed by the investigator and is completed in the Results Report - Form 3 table for amount of drug used in the treatment. Record the transfer or discard of drug in the Manage/View Inventory section within 10 days of the action.
4. **Results Report – Form 3** – study is in stage 4 and is ready for the treatment to be administered. This form is filled out by the investigator either during or after the treatment has occurred and data has been collected to document the actual drug use, efficacy and disposition of the fish. This needs to be completed within 10 days of completing the post-treatment period. This form is accessed from the investigator's homepage.
5. **Study completed** – the investigator will advance the study to Stage 5 for the study monitor to review it. If it is accepted by the study monitor, it will be advanced to stage 6 for AADAP's review. The study is considered completed once it has advanced to stage 7.

The on-line database is located at: **aadapinad.com**

Forms are available off of the AADAP Website that can be used as a guideline for filling out the on-line forms. Please view the individual INAD fact sheets for a link to the forms.