The Investigational New Animal Drug Program – Monitor Quick Notes

This document is intended for a new Monitor taking over an already existing account. This guide is short and to the point, detailing what needs to be completed in this role. More detailed documents and information on the INADs can be found on the AADAP INAD website.

New Monitor taking over a pre-existing account

A new Monitor needs to take over the pre-existing account rather than create their own, this ensures that the new Monitor will have access to previously conducted studies. To take over an account, the previous Monitor will need to share their login information with the new individual. If the login information is unknown contact AADAP. Update the Account Info section with the new contact information and click the "Save Data" button.

Make sure all INAD study data has been reported

The Monitor is responsible for reviewing the data entered on the Study Request and Results Report forms to ensure the data is accurate and the study protocol was followed. Studies needing review will appear on the account homepage. Studies highlighted in red (Stages 2 and 5) will need to be advanced for final approval. Study Requests need to be submitted before treatment is initiated and all Results Reports need to be submitted to AADAP no later than 30 days after the last treatment. Note: data can only be entered through the Investigator account.

Ordering the INAD drug

To order the INAD drug, either the Investigator or the Monitor will need to contact the drug supplier. If the Monitor orders the INAD they should reference the name of the facility which will be conducting the treatment. If needed, the Monitor **can** order the INAD for their facility(ies), store it at their location, and then send the amount needed to multiple facilities, if those facilities are participating in the INAD Program. Contact information for each supplier can be found on the INAD Fact Sheet page. Please note that some INADs require that the Study Request be filled out prior to receiving the INAD drug. It is important to know that the INAD fee does not pay for the INAD drug and that submitting a Study Request does not automatically order the drug.

Yearly enrollment

INAD enrollment is not automatic and will need to be updated each calendar year that a facility would like to participate in the INAD Program. Enrollment is the responsibility of the Investigator and **can only be added by the Investigator**. See the Investigator Guide or the Monitor Guide for further instructions. INAD drugs cannot be ordered and studies cannot be added until each facility has enrolled.