

The Investigational New Animal Drug Program – Investigator Quick Notes

This document is intended for a new investigator taking over an already existing investigator account. There are more detailed documents available, but this instruction sheet is intended to be short and to the point on what needs to be completed in this role. For more information on the INADs please visit the AADAP INAD [website](#).

New Investigator taking over a pre-existing account

A new Investigator needs to take over the pre-existing account, rather than create their own. This ensures that the new Investigator will have access to previously conducted studies. To take over an account the previous Investigator will need to share the login information with the new individual. If the login information is unknown [contact AADAP](#). Then change all of the Account Info section to your contact information and click on the “Save Data” button.

Make sure all drug inventory is correct or drug ordered

Go to the “Manage/View Drug Inventory” page to make sure all INAD drug inventory information has been recorded. To enter a record of drug receipt click the “Receipt of Drug” in the brown box on the upper left of the “Manage/View Drug Inventory” page and fill out the form.

To enter actual use of the drug this will be done in the Results Report form in stage 4. Be sure to fill out the “Amount of Drug Used” table at the top of the form.

If you need to order the INAD then you will need to contact one of the drug suppliers listed on the INAD fact sheets. AADAP does not supply the drug and it is not automatically sent to you when you enroll in the INAD Program or submit a study request.

Make sure all INAD study data has been reported

Review the home page to see which stage the studies are at in your Active Studies table. If there are studies in this table you will need to advance them so AADAP will be able to review them and close them out. Please enter all of the data in the Results Report form. You can look at previous studies first to get an idea on what is needed. If for some reason the study data is not all there and you do not have access to it, then contact AADAP to find out what to do.

If you need to start any studies then submit a “New Study Request” prior to treatment. Once the study reaches stage 4 you can start your study and then enter the results. All studies need to be submitted to AADAP no later than 30 days after the last treatment.

Yearly Enrollment

INAD enrollment does not carry over from year to year. You will need to add the INAD enrollment to your account before you can create new study requests when entering a new year. This is done through the Account Info page towards the bottom of the form. Fill out the enrollment table for the new year and be sure to save the form. AADAP will send out an email when the enrollment period is open with step by step instructions on how to enroll.