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# Institutional Animal Care and USe Committee

# Animal Subjects Research Appendix A: Flow Sheet

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| **APPENDIX A: FLOW SHEET** |
| This appendix is for the attachment of a supplemental flow sheet, experimental design table, course syllabus, and/or standard operating procedures.**Instructions for Attaching Documents:**1. Place the cursor where you want the attachment to appear.
2. Select the “Insert” tab at the top of MS Word.
3. Select “Object,” located on the far right of the tool bar
4. Select the “Create from File” tab, browse to the location of your document, and double click on it.
5. Check the box that states “Display as Icon” and hit “OK”
6. Repeat these steps for each document to be attached.

**Note for Mac Users: Word for Mac is unable to attach .pdf files, so you will have to first save the Citi certificates or any other .pdf files you intend to attach as .doc, .rtf or image files before attaching them. There are several ways to accomplish this. You may use Adobe to open the file and then select “File” and “Save as” and change the file type to .rtf or .doc format. Alternatively, you may also download or create your own .pdf to .doc application.** Last Edited March 5th, 2014 |

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| **Attach all relevant documents in this section:** |