

IACUC Animal Use Protocol Review Process

1. Read and complete the IACUC-1 form <http://provost.cnu.edu/documents/IACUC-1.doc>. The completed form must be submitted electronically. Type N/A (not applicable) for any item that does not apply to the proposed activity. **Do not leave any item blank.** Review assurance statements and sign the IACUC-1 form.
2. Submit the completed IACUC-1 form to the chair of the IACUC. IACUC-1 forms should be submitted 4 weeks before the next scheduled IACUC meeting. **Animal use protocols for teaching purposes should be submitted with substantial notice to reduce the likelihood of problems with protocol review and approval. In particular, IACUC-1 forms for teaching protocols should be submitted prior to the November meeting date for courses to be taught the following Spring semester and prior to the March meeting date for courses to be taught the following Fall semester. Following this guideline will allow for one additional IACUC review and approval cycle prior to the beginning of the affected semester.**
3. **If applying for external funding:** Submit the **reviewed and signed** IACUC-1 form with your grant proposal to the Office of Sponsored Programs

If using internal funding: Submit the **reviewed and signed** IACUC-1 form to the department chair.

4. Upon receipt of the completed form, the IACUC chair will initially screen the protocol and distribute it to all IACUC committee members. One IACUC member will be designated as the principle reviewer. The submitter of the protocol may request a full committee review at the time of submission. Any committee member may also request a full Committee Review within 2 weeks of receipt.
 - 4b. During the review process, if minor changes or additions to the IACUC-1 form are required prior to the final review by the IACUC, the principal investigator will be contacted by the assigned IACUC reviewer.
5. A vote on approval of the protocol will take place at a meeting of the IACUC; a quorum must be present to vote on protocol approval. Approval will require a majority vote of those voting. When the protocol is approved by the IACUC, a protocol number will be assigned, and a copy of the **approved** IACUC-1 form will be mailed to the principal investigator by the chair of the IACUC. If a protocol is not approved, the IACUC chair will communicate the reasons for the denial to the investigator.

When a funding agency requires a **letter of verification**, it will be provided to the principal investigator after the protocol is **reviewed and signed**.

6. Prior to any changes being made in an existing approved protocol, an amendment of the protocol stating the changes must be submitted and approved by the IACUC. This can usually be accomplished by way of a memo to the chair of the IACUC. **NOTE:** Minor therapeutic procedures done for the maintenance of the health and well-being of the animals (e.g. administration of anti-inflammatory drugs, changes in bedding, etc.) are not considered form changes. Major changes in the activity (e.g. changes in surgical technique, method of euthanasia, etc.) must be approved by the IACUC prior to the change. If any emergency modifications of an approved protocol become necessary to ensure the health and welfare of the animal subjects and/or humans, a written report of these modifications must be made to the IACUC within 72 hours.

7. If animals are not euthanized at the end of the activity, the IACUC must be notified of the disposition of the animals. Federal Law requires that records be maintained for individual dogs and cats.

NOTE: All investigators using animals should be familiar with the Animal Welfare Act (Public Law 89-544, as amended); implementing regulations as published in the Code of Federal Regulations (CFR), Title 9-Animals and Animal Products, Subchapter A-Animal Welfare, administered by the United States Department of Agriculture; The Public Health Services Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions; U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training; *Guide for the Care and Use of Laboratory Animals*; and other pertinent policies, regulations, and state and federal laws.