

ANIMAL USE PROTOCOL

INSTRUCTIONS

You may wish to refer to the "UVM Guide for the Care and Use of Animals" and/or the abridged/annotated "Animal Welfare Act" as you prepare your protocol. Contact the University Veterinarian or the IACUC staff if you need either of these documents or visit the IACUC home page at <http://www.uvm.edu/iacuc>.

IMPORTANT: All investigators must consult with the University Veterinarian or designee. The interaction with the University Veterinarian serves several purposes: 1) it meets the requirement under USDA regulations to involve the University Veterinarian in protocol planning; 2) it provides an opportunity for you to ask specific questions about appropriate responses when preparing this form; 4) it provides an opportunity for the University Veterinarian to gain information from the investigator; and 5) it streamlines the review process.

No protocol will be accepted unless it is typed. The form is available to download from our web page (<http://www.uvm.edu/iacuc/?Page=iacucforms/iacucforms.html>)

Please be complete. If something does not apply, indicate "Not Applicable" or "NA" in the section in question. LEAVE NOTHING BLANK. This form must stand alone; therefore, do not refer the reader to a section of a grant application or other material in responding to any question. Any such information must be restated on this form.

Please use double-sided copying whenever possible to conserve paper.

Helpful Hints On Filling Out The WORD Form

- **Move the cursor** through the document using the arrow keys or a mouse. (Use of the TAB key may cause problems with the formatting of the document.)
- **Set the margins** under "file", "page setup" to: top and bottom = 0.35; left and right = 0.5. (This will minimize the amount of paper used during printing.)
- **Type only in the boxes** provided. The boxes will resize as needed for extended text. (Typing outside the boxes may cause problems with the layout of the form.)
- **Lines may be added to a table** by positioning the cursor outside the lower right-hand border of the table, left click once with the mouse and, then hit ENTER.
- **Lines may be deleted from a table** by positioning the cursor outside the left-hand border of the table in front of the line to be deleted, left click once with the mouse and, then hit DELETE.
- **Hiding grid lines** by going to Table, Hide Gridlines. (It will make it easier to read the form.)