

Animal Use Protocol Instructions

I. Animal Use Protocol Summary and Animal Use Protocol Form

The Animal Use Protocol Form must be completed and **approved** for all research, testing, or instructional projects.

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.

The protocol form must be typed and the investigator and veterinarian signatures must be present before the protocol can be reviewed. We request that you double-side to conserve paper.

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.

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.)

All materials for review are to be submitted to the IACUC office located in the Research Protections Office, 245 South Park, Suite 900. Protocol submissions may be dropped off at Rowell 231 on deadline day. Please feel free to call the IACUC staff at 656-5040 if you have any questions.

II. Submission Deadlines

The deadline for submission of projects requiring full Committee review is the second Monday of the month for review in that month. Protocol Forms must be received no later than 4:30 pm that day.

Projects, which do not require full Committee review, may be submitted at any time.

III. What to Submit for New Projects

A. Full Committee Review - USDA Pain Level D or above

1. 20 copies of the Animal Use Protocol Form
2. 2 copies of the grant application (omit budget information)

B. Designated Review - USDA Pain Level C or below

1. 20 copies of the Animal Use Protocol Form
2. 2 copies of the grant application (omit budget information)

C. Executive Review – Projects identical to previously reviewed and approved projects - includes resubmissions of unfunded projects, the submission of the same project to another funding agency, or an application for a fellowships, salary support or career development award to work on an already funded project. - Reviewed and Approved by the Chair of the IACUC

1. A memo to the Committee Chair explaining that the project is identical or substantially similar to a project currently approved by the IACUC with regard to hypotheses, specific aims, and animal species and use. Reference the previously approved protocol by title and IACUC number.
2. 2 copies of the Animal Use Protocol Form
3. 1 copy of the grant application (omit budget information)
4. For **Fellowships, Salary Support, or Career Development Awards** and when no animals use is proposed under the specific grant, complete only Sections A.1. - A. 8 and Section B of the Animal Use Protocol Form. Submit 1 copy of the completed Summary and 1 copy of the grant application (the whole Animal Use Protocol Form does NOT need to be included.)

IV. What to Submit for Protocol Amendments

Any changes in your protocol (including changes to personnel) must be approved by the IACUC. Minor changes will have either an Executive or Designated review. Significant changes will require a Full Committee Review and may require completion of a new Animal Use Protocol. For further clarification, please contact the IACUC staff.

1. 2 completed copies of the Animal Use Protocol Amendment form (Found on the Research Protections Office/IACUC website - forms.)
2. Modify and submit the applicable pages of the live animal use protocol form and attach all supporting documents.

V. What to Submit for Continuing Protocol Review

In accordance with the USDA Animal Welfare Act an annual review of your project is required. A completed Annual Protocol Summary is required. This form will be sent to you for completion. At the end of three years (the original review and 2 continuations), a complete resubmission of the project and an IACUC review is required, with the same submission requirements as for a new submission.

Please contact the IACUC staff, 245 South Park, Suite 900, 656-5040, if you have any questions concerning submission requirements or wish to request additional forms.