POLICY STATEMENT

Guidelines for submission and review of protocols to the IACUC

1. Protocols must be submitted prior to or on the 1st of the month. Any protocols submitted after the 1st of the month will be considered at the following months’ meeting. If the 1st of the month falls on a weekend protocols will be accepted until 5:00 PM the following Monday. Protocols must be submitted on the latest version of the animal activity protocol form. This form must be completely filled out with appropriate appendices attached and a completed narrative section. Submitted protocols that are not properly filled out will be sent back to the PI without review.

2. Protocols will be designated into 4 possible outcomes
   • Approved as is (no further modifications required).
   • Modifications required (these protocols will be assigned to a subcommittee for further revision and approval).
   • Tabled (a decision on the protocol will be delayed while additional information about the protocol is collected or provided either by the investigator or by the IACUC as needed). Tabled protocols will be discussed when all of the required additional information is presented to the IACUC in advance of the next months’ meeting.
   • Disapproved- Protocols can be disapproved for numerous reasons including: failure to meet ethical standards as defined by the various regulatory agencies as well as the IACUC, lack of rationale for the proposed studies, etc.

3. Any protocol designated as “Disapproved” can be modified and sent back to the IACUC for reconsideration up to 2 additional times within a 12 month period after initial protocol submission. If protocol approval is not achieved after the second resubmission, the PI must wait until the 12 month period has expired to resubmit the protocol for consideration by the IACUC.

IACUC Approved 1/19/10