

Institutional Animal Care and Use Committee

THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER

POLICY STATEMENT

IACUC Actions & Deliberations

Protocols must be submitted prior to or on the 1st of the month to be considered at that month's meeting. Any protocols submitted after the 1st of the month will be considered at the following month's 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 may be sent back to the PI without review.

Full-time employed faculty members with an appointment of Instructor or higher are eligible to submit a protocol. Any requests to be PI of a protocol by non-faculty members will be evaluated by the IACUC on a case-by-case basis.

Animal Activity Protocols and subsequent amendments may reach the following dispositions:

APPROVED

The protocol or amendment was considered and approved as written. The Principal Investigator (PI) is requested to submit a signed "Signature Page" that becomes a part of the protocol file. The date of the IACUC meeting becomes the inception date and the study is ready to commence.

Modifications Required

The Animal Activity Protocol or amendment was considered and minor changes were required. A letter is sent to the Principal Investigator (PI) noting their responsibility to contact the designated member reviewer(s) (DMR). The DMR and the PI work together to clarify and correct the protocol or amendment submission. At the time of Full Committee Review (FCR) the decision is made as to whether or not the DMR has final approval authority under the Designated Member Review Policy to approve the revised protocol or amendment or if the revised document should return for action by the full IACUC. The PI has 90 days to act on the changes (or the protocol or amendment is withdrawn). After receipt of the DMR's approval, the modified protocol or amendment is returned to the IACUC Office electronically and the PI is requested to submit a signed "Signature Page" that becomes a part of the protocol file. At any time during the review process, any member of the committee may call for full committee review. The final

version is reviewed by the IACUC Chair and the Attending Veterinarian and approved if the conditions have been met. The date of the IACUC Chair's approval becomes the inception date and the study is ready to commence when the IACUC Chair and Attending Veterinarian have signed their approval.

ASSIGNED TO SUBCOMMITTEE

The protocol or amendment was considered and major changes were required. A letter is sent to the Principal Investigator (PI), noting their responsibility to contact the designated member reviewers (DMRs). The PI has 90 days to meet with the subcommittee and act on the changes (or the protocol is withdrawn). At the time of the initial Full Committee Review (FCR), the decision is made as to whether or not the DMRs have final approval authority under the Designated Member Review Policy to approve the revised protocol or amendment, or if the protocol should return for action by the full IACUC. The modified protocol or amendment is returned electronically to the IACUC Office and the PI is requested to submit a signed "Signature Page" that becomes a part of the protocol file. At any time during the review process, any member of the committee may call for full committee review. The final version is reviewed by the IACUC Chair and the Attending Veterinarian, and approved if the conditions have been met. The date of the IACUC Chair's approval becomes the inception date and the study is ready to commence when the IACUC Chair and Attending Veterinarian have signed their approval.

TABLED

The protocol or amendment was considered and found to be lacking in significant information. A decision is delayed while additional information is collected. Tabled protocols and amendments will be discussed when all of the required additional information is presented to the IACUC in advance of the next month's meeting. A letter noting the IACUC's decision is sent to the Principle Investigator.

DISAPPROVED

The protocol or amendment was considered and found to be unacceptable in the submitted format. Principle Investigators have the option of withdrawing the proposal or making significant alterations in the submission. A letter noting the IACUC's decision is sent to the Principle Investigator.

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.

ANNUAL CONTINUING REVIEW

Annually, the “Annual Continuing Review” form is sent to the Principal Investigator (one month prior to the anniversary date) and serves as the prompt for the IACUC’s yearly review of that study. The form requires the investigator to note the status of the protocol, any changes in the methods, matters related to occupational health and safety, and to verify the animal use numbers for the previous year as well as provide information about personnel, adverse events, verification of room numbers and current funding source(s). Annual renewals are reviewed by the Chair or the Chair’s designee and discussed and voted on at the monthly meeting.

3-YEAR FULL SUBMISSION FOR CONTINUATION

Triennially, the Principal Investigator is required to re-write the Animal Activity Protocol and submit the document to the convened IACUC. The IACUC notifies investigators two months prior to the anniversary. This 3-year review is the ideal opportunity for the study to note relevant information from the previous study and update the animal use information, objectives, and any alterations in the experimental design. The review is the same process as a new submission and it will receive one of the above designations.

IACUC Approved 12/19/00

Updated 7/01/04, 2/17/09; 2/21/12; 12/18/12

(combined with “Guidelines for submission and review of protocols to the IACUC”; 1/9/10)