

**The Institutional Animal Care and Use Committee**

**THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER**

**POLICY STATEMENT**

**IACUC Actions & Deliberations**

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

**APPROVAL**

The protocol or amendment was considered and approved as written. The date of the IACUC meeting becomes the inception date and the study is ready to commence.

**PENDING, APPROVED WHEN MODIFIED**

The protocol or amendment was considered and minor changes were required. A letter is sent to the PI noting their responsibility to contact the assigned IACUC primary reviewer. The primary reviewer and the Principal Investigator work together to clarify and correct the Animal Activity Protocol form. At the time of Full Committee Review, the decision is made as to whether or not the primary reviewer has final approval authority, or if the matter should return for action by the full IACUC. The PI has 90 days to act on the changes (or the protocol is withdrawn). The modified protocol is returned to the Office of Research, reviewed by the IACUC Chair and the Attending Veterinarian, and approved if the conditions have been met. The date of the IACUC meeting becomes the inception date and the study is ready to commence.

**ASSIGNED TO SUBCOMMITTEE**

The protocol or amendment was considered and major changes were required. A letter is sent to the Principle Investigator, noting their responsibility to contact the assigned subcommittee members (Primary and Secondary IACUC reviewers). The PI has 90 days to meet with the subcommittee and act on the changes (or the protocol is withdrawn). At the time of subcommittee assignment, the decision is made if the subcommittee has final approval or if the matter should return for action by the full IACUC. The modified protocol is returned to the Office of Research, reviewed by the IACUC Chair and the Attending Veterinarian, and approved if the conditions have been met. The date of the IACUC meeting becomes the inception date and the study is ready to commence.

**DISAPPROVED / REJECTED / TABLED**

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.

### **ANNUAL CONTINUING REVIEW**

Annually, the "Annual Continuing Review" form is sent to the Principle 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, matters related to occupational health and safety, and to verify the animal use numbers for the previous year.

### **3-YEAR FULL SUBMISSION FOR CONTINUATION**

Triennially, the Principle 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.

IACUC Approved 12/19/00

Updated: 7/1/04