

Institutional Animal Care and Use Committee

THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER

POLICY STATEMENT

SOP for Handling E-Submissions

All e-submissions must be received by 5:00 p.m. on the first work day of the month. E-submissions received after the 5:00 p.m. deadline may be placed on the agenda for consideration at the following month's meeting.

Once received, each e-submission is assigned a primary and secondary reviewer; the document (with its assigned reviewers noted) is then placed in the corresponding month's folder on the IACUC SharePoint site. The assigned review team members are sent an electronic notification at the time of protocol placement On the SharePoint site.

If a protocol is modified pre-meeting based on investigator/ reviewer communication and a new version of the protocol is submitted, to assure that members are reviewing the same version of a protocol initially, the revised version of the protocol **is not** posted to the SharePoint site. Investigators are encouraged to respond to any comments received without submission of a revised protocol until after the convened meeting. At the convened meeting the presenting IACUC member includes investigator feedback as part of the protocol presentation.

It is anticipated that the primary reviewer (or both reviewers) will contact and interact with the PI to clarify/ amend items prior to the actual meeting. All other committee members are encouraged to make comments on the protocol by posting to the discussion board on the SharePoint site. Members are requested to include the Chair, Veterinary staff and Assistant Director-IACUC in all communications sent/received from the PI.

Members are requested to provide comments to the assigned review team by 9:00 a.m. of the first Friday of each month if possible to allow time for communication with the PI pre-meeting. Comments that arrive to the review team after the deadline (or any new ones) can be brought up during the discussion of the protocol at the meeting.

At the convened meeting, any additional comments/ modifications or suggested changes can be offered. When the review of the protocol is presented the reviewer is to identify any changes or clarifications the PI acknowledged as a result of pre-meeting communication.

A vote will be taken for a decision on the protocol as outlined in the IACUC policy "IACUC Actions and Deliberations".

Based on the committee's discussion at the convened meeting, if additional corrections are needed for approval, these will be presented to the PI by a designated member.

Once all the recommended corrections have been made by the PI and those changes have been approved by the designated member(s), the modified protocol or amendment is returned to the IACUC Office electronically and the PI is requested to submit a signature page. 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.

IACUC Approved 10/17/06

Updated 2/17/09; 4/17/12