

BIOLOGICAL RESOURCES: IACUC Protocols

Disclaimer: This document provides general information about the Institutional Animal Care and Use Committee (IACUC) and the IACUC review process from the perspective of **Biological Resources.** It is intended for **guidance purposes only** and does **not** reflect any official policy or position of the committee. Biological Resources and veterinary staff are **not the IACUC** and do not control committee decisions. The Attending Veterinarian (AV) serves as a voting member of the committee and provides input in an advisory **capacity.**

What is the IACUC?

The Institutional Animal Care and Use Committee (IACUC) is a University committee required by federal law and the Public Health Service (PHS). Its responsibilities include:

- Reviewing and approving all experiments involving animals.
- Inspecting facilities where animals are housed (vivarium) and used (laboratories and vivarium).
- Investigating animal welfare concerns.

Committee membership consists of **faculty peers** (you are welcome to volunteer!) as well as **community members**. In practice, this means the IACUC is made up of individuals who care deeply about good science and are committed to the **judicious and ethical use of animals** in research. The committee is supported by the **IACUC/IBC Administrator**.

The Review Process:

The IACUC reviews proposed animal experiments through the IACUC protocol. This protocol must be approved **before any work begins.** While it may sometimes feel like IACUC approval takes a long time, there are several steps you can take to make the process smoother and faster:

- Ask for help. The AV, Licensed Veterinary Technicians (LVTs), and the IACUC/IBC Administrator
 are available to help ensure your submission is complete and anticipates most committee
 questions.
- Answer all questions fully. Provide complete responses on every required form.
- Write a lay-person's description. Ensure the project description is understandable to community members without scientific training. Clearly explain what you want to do and why.
- Describe animal use from start to finish. Committee members should be able to follow what will happen to every animal, and at what intervals, throughout the study.
- Focus on live animal procedures. Reviewers need details about procedures performed while the
 animal is alive and the method of euthanasia. Post-euthanasia tissue/sample processing does not
 need to be described in detail.

Timing and Deadlines:

The IACUC meets monthly. To ensure your protocol is reviewed at the upcoming meeting:

- Submit a complete package in IRBnet by the deadline.
- Incomplete submissions will be delayed until the following month's meeting.

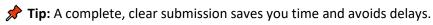
For submission dates and more detailed instructions, visit the **IACUC website**.



IACUC Submission Checklist

Before submitting your protocol, make sure you can check off each item below:

- ✓ **Asked for help** from the veterinarian, LVTs, or IACUC/IBC Administrator
- Answered all questions completely on both forms
- ✓ Provided a lay-person's description (clear, non-technical, understandable to community members)
- Described animal use start to finish so reviewers can follow each animal's experience
- Focused on live animal procedures (what happens while alive + method of euthanasia)
- Avoided unnecessary details about post-euthanasia tissue/sample processing
- Submitted by the deadline so the protocol can be reviewed at the upcoming monthly meeting
- Confirmed the package is complete (incomplete submissions = delayed until next month)



For forms, deadlines, and instructions, visit the **IACUC website**.