

## **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.

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### **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)
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 **Tip:** A complete, clear submission saves you time and avoids delays.

 For forms, deadlines, and instructions, visit the [IACUC website](#).