PI provides documents to the IACUC Office

Is work done at a domestic or foreign institution?

Domestic

PI completes JIT or Contract Checklist and has animal work

Complete

Incomplete

PI provides documents to the IACUC Office

Foreign

Is work done at a domestic or foreign institution?

Complete

Incomplete

All documents that would be submitted for domestic work and:

1. A memo containing the following information:
   a. The title of the project,
   b. A brief description of the project,
   c. The name of the institution where the work will be completed,
   d. The name of the investigator who will complete the work,
   e. The PHS Assurance number of the institution,
   f. The AAALAC Accreditation number (if applicable), and
   g. A brief statement explaining why the work must be completed outside the grantee institution;
2. A copy of the approval letter from the site’s IACUC; and
3. Certification of completion by the USA investigator of the CITI training module Information Specific to Subcontracts Involving Animal Use.

IACUC Chair/Vice Chair performs an administrative review of documents

IACUC Compliance Specialist requests additional information from PI

Incomplete

IACUC Compliance Specialist verifies all documents have been turned in

Complete

IACUC Compliance Specialist provides additional information

Incomplete

PI provides additional information to IACUC Office

IACUC Chair reviews information

Complete

Incomplete

IACUC Chair/Vice Chair adds item to the agenda

IACUC Certification Letter signed by IACUC Chair

IACUC Certification Letter sent to PI

IACUC Certification Letter with the contract checklist to appropriate grants department

IACUC Certification Letter sent to PI

IACUC votes on item at full committee

IACUC Chair reviews information

Complete

Incomplete

IACUC Chair/Vice Chair adds item to the agenda

IACUC Certification Letter signed by IACUC Chair

IACUC Certification Letter sent to PI

IACUC Certification Letter with the contract checklist to appropriate grants department