

Guidelines for Completing IACUC001 (Faculty/Student Research Standard Form)

Revised 08/02/2018

All questions must be answered. If some questions are not applicable, answer NA. After completing the form, print one copy, sign and obtain the approval signature of your Department Chair. Submit a PDF with signatures to Michele Smith, Office of Grants and Sponsored Research Development via email to smithmr@winthrop.edu.

Questions 1-3:

- The principal investigator should be a faculty member or graduate student.
- Provide enough information such that a responsible party can be contacted in case of an emergency.

Question 4:

- The start date should reflect the first day that animals will be procured or experimental procedures will begin.
- The end date should reflect the last day that animals will be housed or experimental procedures undertaken, including but not limited to data collection.
- A laboratory study is any study conducted in a controlled, non-natural setting.
- A field study is any study conducted in a natural setting or a man-made setting designed to simulate a natural setting (e.g., zoo).

Question 5:

- Checking new protocol indicates that the study under consideration has not been submitted previously.
- Checking revised protocol indicates that the study has previously undergone IACUC review and the current version includes all recommended revisions.
- Checking renewal with changes indicates that the study has previously received IACUC approval and that the researchers are seeking approval for modifications to the proposal (i.e., modified end date, change in number of subjects, procedural changes).
- Checking resubmission indicates that the study has previously received IACUC approval in the past and the same study is being submitted for approval again.
- IACUC # is the control number assigned to your protocol by the Grants and Sponsored Research Development Office (GSRD). You may contact GSRD to obtain this number if you do not have it in your files.

Question 6:

- State a clear goal for the study.
- Establish a clear plan of action by describing the type of subjects, information about experimental procedures, and plans for data collection.
- Provide enough information that the committee can review the study in light of animal welfare concerns.
- State the benefits of the proposed study. For example, will the findings contribute to the general knowledge in some area of investigation?

Question 7:

- Briefly explain the steps taken to ensure that the study is not a replication of previous research. If the study is a replication of previous work, provide a reference for the previous work and a justification for the replication.
- If experimental protocol has already been established in the field, provide a reference(s).

Question 8:

- Provide a list of any financial sponsors, not affiliated with Winthrop University, for the proposed research.
- If external funding was received, attach a copy of the grant or proposal submitted to the granting agency.

Question 9:

- Provide contact information for all personnel who will have direct contact, related to the study, with animals.
- Indicate whether each person listed is authorized to euthanize animals. Note: It is the researcher's responsibility to ensure that personnel authorized to euthanize animals are properly trained.

Question 10:

- Provide the scientific and common name for species being used in the study.
- Indicate the total number of animals to be used in the study. Providing a range is acceptable as long as the greatest number of animals indicated is not exceeded during the experiment.
- Justify the choice of species by explaining how the particular species fits the purposes of the study. Make sure to explain why this particular species needs to be used in lieu of another species or non-animal methodology. Researchers may refer to existing research.
- Justify the use of animals. Is the use of animals logical given the purposes of the study? In other words, could the same information be gathered in another way?
- Justify the number of subjects. Is the number logical given the purposes of the study? If a range was given for the number of subjects, explain why the specific number could not be provided.

Question 11:

- State the training and/or experience of the researchers (i.e., primary investigator, co-investigator and/or student researcher).
- Explain how personnel (listed in Question 9) have been or will be trained.
- If no training will be provided, justify the lack of training in such a way that concerns about animal welfare are adequately addressed.

Question 12:

- Provide information about the vendor or source of the animals, including location.
- Provide the name of the person(s) who will collect, pick up, or receive the animals. Note: The contact information should also be provided in Question 9.
- Describe the procedures for collecting, picking up, or receiving the animals.
- If animals are to be shipped, explain how the shipment will be received.
- If animals are to be transported, how will this be accomplished in a safe and humane manner? If there are any risks involved in transportation (i.e., injury or escape), explain how those risks will be minimized.
- Describe any procedures that will be in place to minimize stress or pain to the animals.

Question 13: *to be answered even if experimental procedures are not expected to cause pain, discomfort or stress*

- Describe how the species being investigated demonstrates pain, discomfort, or stress. Provide references for this information if appropriate.
- Explain protocol for responding to an animal that is exhibiting signs of pain, discomfort, or stress.
- Describe any measures taken to maximize the health and well being of the animal over the course of the experiment. For example, describe any special handling techniques that will be employed.

Question 14:

- Describe any situation in which animals will be euthanized prior to the end of the experiment. For example, will sick or injured animals be euthanized?
- Describe procedures for euthanizing animals prior to the end of the experiment. Note: The contact information for personnel authorized to euthanize animals should be provided in Question 9.

Question 15:

- Describe how animals will be disposed of at the end of the experiment. Verify that the plans meet federal guidelines for the disposal of the species. Note: Typical means of euthanasia for vertebrates include cervical dislocation, decapitation, gas, or lethal injection.
- For all methods of disposal, explain steps taken to minimize pain and stress of the animals.
- If euthanasia will be used, describe the exact procedures. Note: The contact information for personnel authorized to sacrifice animals should be provided in Question 9.
- If animals will be released, describe the location and process for release. Provide evidence that the species and location are appropriate for release.
- For any other methods of disposal, provide rationale and procedures.

Question 16:

- Provide any information about health risks, other than ordinary risk, associated with the species in this experiment.
- Describe precautions that will be in place to ensure the safety of the handlers and the animals.
- If health risks exist, explain how animal handlers will be informed of these risks.
- Describe procedures that will be in place in case of a health risk incident.

Question 17:

- Check “Yes” or “No” for items 17a, b, c, d, and e. A “Yes” answer will require completion of a schedule or attachment of a document relating to that question. These should be completed and attached to the protocol as well as sent electronically along with the electronic submission of the protocol.

Question 18:

- Read the certification before signing the form. This form must be signed by the Principal Investigator, Co-Investigator (if applicable) and Student Investigator (if applicable.)
- Obtain Department Chair approval of the project, signified by the Chair’s signature on the form.
- Once all signatures are in place, submit a PDF including any necessary attachments via email as indicated on the form.