



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

IACUC Protocol Review Process

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General Planning:

- At present, plan for at least 3 months to get your protocol through the IACUC.
- Answer the IACUC's questions promptly.
- Don't wait several weeks to answer the IACUC's questions then expect the committee to turn the protocol around in a few days.
- There will be at least three revision cycles (pre-reviews and committee reviews).
- In some circumstances, there could be more than three revision cycles.
- If your project requires IACUC and IBC approval, get IBC approval first.

Step #1: Submit your IACUC Protocol

- Write a quality protocol.
- Really read the questions and answer them thoroughly
- The lay summary should be written in such a way that a non-scientist can understand what you are doing and why
- Include any animal transport.
- Justify your animal numbers using statistics if possible.
- List all procedures to be conducted on the animals. If it is not written in the protocol, you can't do it. There is no such thing as an unapproved pilot study.
- IACUC Forms can be found on the IACUC Webpage at:
<http://www.pvamu.edu/research/office-of-research-compliance/institutional-animal-care-and-use-committee/iacuc-forms/>

Step #2: The Office of Research Compliance (ORC) will conduct a Protocol Pre-Review

- ORC will send the protocol back if all the relevant protocol questions are not answered.
- This is a good time to complete the CITI *Investigators, Staff and Students* IACUC training course required for everyone listed on the protocol.

Step #3: IACUC Review

- There are two routes of review: full committee review and designated member review. Most protocols go through full committee review.

- ORC schedules an IACUC meeting when the protocol is ready not when it is turned in.
- There will be at least two committee revision cycles.

Step #4: Protocol Approval

- Protocol approval DOES NOT mean you can start work.

Step #5: Occupational Health (OH) Clearance

- Every person listed on the protocol must be cleared by OH before they can work on the protocol.
- Clearance involves two steps.
 1. OH Training – ORC will send training handouts for personnel to read. Personnel must read them and respond saying that they have read them.
 2. Enrollment – Risk Management & Safety will contact personnel and ask them to fill out an OH enrollment form. Personnel may need to consult with the OH Physician, get vaccinations or get extra personnel protective equipment before starting work.
- ORC will email each person with a copy to the Principal Investigator when they are cleared to work.

Step #6: Protocol Approval and Occupational Health Clearance for Personnel

- All cleared personnel may begin work on the approved protocol.

IACUC Review Cycles:

Protocol Review:

- A complete re-review of the protocol is required every 3 years.
- An annual renewal form will be required annually. This is handled outside of an IACUC meeting. The annual review will ask you to provide the number of animals used that year.

Occupational Health:

- An annual update is required for each person working on the protocol.
- OH approval is independent of protocol approval. It is dependent on the individual.

CITI Investigators, Staff and Students IACUC training course:

- Training must be retaken every 3 years
- Training approval runs independently of protocol approval. It is dependent on the individual.