

## **COMMONLY ASKED QUESTIONS**

**May 25, 2010**

### **What is the IACUC?**

The Institutional Animal Care and Use Committee oversees the University's animal care and use programs, facilities and procedures and ensures the appropriate care, use and humane treatment of animals being used for research, testing and education. The IACUC is also responsible for reviewing all animal use protocols, ensuring compliance with federal regulations, inspecting animal facilities and laboratories and overseeing training and educational programs. The IACUC serves as a resource to faculty, investigators, technicians, students, and staff, providing guidance in planning and conducting all animal use procedures in accordance with the highest scientific, humane, and ethical principles. The faculty members of this committee are appointed by the Institutional Official from each school and functional unit of the University.

### **Who must submit an Animal Protocol?**

You need to complete the animal use application if you are working on a vertebrate animal or vertebrate tissues. PHS Policy defines an animal as “any live, vertebrate animal used or intended for use in research, research training, experimentation, or biological testing, or for related purposes”. The Animal Welfare Act Regulations (AWAR) define an animal as any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warm-blooded animal, which is being used or is intended for use for research, teaching, testing, experimentation, or exhibition purposes, or as a pet. Although AWAR excludes birds, rats and mice bred for use in research, the IACUC ensures the campus is in compliance with all regulations by applying the AWAR **and** PHS regulations to all vertebrate animal use on campus for teaching and research.

### **What if my research is being conducted at another institution?**

If the work is being conducted at another assured institution, our IACUC will review the approved protocol to make sure that the procedures are acceptable. If acceptable, we will defer all oversight responsibilities to that institution (i.e. accept their review). If concerns are identified, a letter will be sent to the PI to revise the protocol to address those concerns, and have it re-reviewed and approved at the other assured institution. Once this process is complete, we will accept the assured institution's review. If any vertebrate animal work is being conducted at this institution, our IACUC is responsible for ensuring compliance with all federal laws and regulations. A protocol must be submitted to the IACUC at Salisbury University.

### **Can I do preliminary experiments and/or field work prior to submitting an Animal Protocol?**

No. You must have a Protocol for Animal Use approved by the SU Institutional Animal Care and Use Committee (IACUC) before you can conduct any project involving research, teaching, or testing using live, vertebrate animals at SU. The protocol must be approved by the IACUC before you can begin the proposed activity.

### **Can students and staff submit an animal protocol?**

No. Only SU faculty eligible to apply for research grants may be the Principal Investigator on an Animal Use Protocol. Exceptions may be made for other full time faculty. The use of animals in research, teaching and testing is a privilege of faculty at SU, not a right, and it may be withheld or revoked by the IACUC.

### **Can I put more than one species on my protocol?**

No. Each protocol must contain all of the experimental procedures for one species.

### **Who should be listed on a protocol?**

Everyone with direct animal contact should be listed. New personnel should be added to a protocol prior to their use of laboratory animals by submitting a Change in Laboratory Personnel form.

### **What happens to the protocol after it is submitted?**

All protocols receive veterinary review, administrative review by Animal Welfare Program staff to assure that all animal care and use conforms to PHS, USDA, and SU requirements, and (as necessary) Environmental Health and Safety (EH&S) review. Depending on these reviews, the Principal Investigator may be asked for additional information or clarifications by telephone, email, or letter. These responses may then receive additional veterinary and administrative review. When complete, the protocol is reviewed by the SU IACUC. One member may be appointed "Primary Reviewer" for a particular protocol. If the Primary Reviewer has questions not previously addressed in veterinary or administrative review, he or she may contact the PI directly. At the monthly meeting of the IACUC, the Primary Reviewer presents the protocol, and his/her recommendations, for discussion. The IACUC will vote to either:

- o Full Approval
- o Conditional Approval
- o Request More Information
- o Disapproval

**If I received word that my protocol was approved, when can I start my protocol?**

If your approval letter states full approval you may begin work immediately. If your approval letter lists conditions then you must fulfill the conditions before beginning the work. If your approval letter states "Request More Information" you must answer the questions asked of you and wait to receive approval to begin your work.

**What if I decide to make changes in my experimental design and methods?**

**All changes** in procedures and methods involving approved protocols must be submitted to the IACUC for review. The changes must be approved by the IACUC before you can begin the proposed change in protocol.

**Will I be notified of the expiration and renewal dates of my Animal Use Protocol?**

It is the responsibility of each Principal Investigator to track the expiration dates of each protocol. You will receive a courtesy notice from the IACUC allowing you enough time to complete your renewal. If you do not respond by the deadline for renewal, your protocol will expire and you cannot purchase or use animals on this campus.

**How long is a protocol approval good for?**

Three years. You should write the animal use application to include all work and all animals requested for three years. You will be required to rewrite the protocol application every third year. The IACUC also requires you to update the information on your protocol annually by using a short form.

**Can I order animals before I have an approved Animal Use Protocol?**

No.