



INSTITUTIONAL ANIMAL CARE
AND USE COMMITTEE

IACUC POLICY # 3

Review of Animal Use Proposals

The Institutional Animal Care and Use Committee (IACUC) will conduct a review of those components of activities related to the care and use of laboratory animals and significant changes to ongoing activities to assure that they are in accordance with the Animal Welfare Act Regulations (AWAR) and the Public Health Service Policy on Humane Care and Use of Laboratory Animals (PHS Policy).¹

Full Committee Review

1. New or renewal Animal Use Proposal (AUP) will be sent to the IACUC for pre-review, and placed on the agenda for the next convened meeting.
2. A complete copy of each AUP will be provided to each member of the committee before the IACUC meeting.
3. Two IACUC members will be assigned as principal reviewers. The principal reviewers will conduct a thorough review of the proposal, present a brief synopsis of the proposed procedures to the IACUC members, and make recommendations to the committee for approval, modifications necessary to secure approval, or disapproval.
4. Following discussion, the IACUC will:
 - a. Approve the proposal;²
 - b. Make recommendations for modifications (to secure approval);
 - c. Withhold approval of those components of proposed activities related to the care and use of laboratory animals.
5. If the IACUC makes recommendations for modification, it may:
 - a. Require that the revised proposal be reviewed by the full committee, or
 - b. Designate one or more members to review the revised proposal and
 - (i) Approve the revised proposal;
 - (ii) Recommend further modifications;
 - (iii) Request full IACUC review.
6. Requests to make significant changes (Protocol Amendments) to active AUPs will be handled in the same manner as a new AUP.

Designated Member Review

1. At the discretion of the Chair, an AUP or amendment may be assigned for Designated Member review.³ If a proposal is to be reviewed by Designated Member review:
Each member of the IACUC will be provided with a copy of the proposal.
If any member requests full committee review, the Chair may not assign the proposal for Designated Member Review.
2. If no member requests a full committee review, the Chair may authorize at least one qualified member of the IACUC to conduct the review of the proposal and:
 - (i) Approve the revised proposal;
 - (ii) Recommend modifications (to secure approval); or
 - (iii) Request full IACUC review.
3. All actions resulting from Designated Member review must be reported to the IACUC at the next regular meeting and recorded in the minutes of that meeting.

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1. AWAR (∩ 2.31,c,8) and PHS Policy (IV.C).
 2. AWAR (∩ 2.31,d,2) If full Committee review is requested, approval of the activity may be granted only after review, at a convened meeting of a quorum of the IACUC, and with the approval vote of a majority of the quorum present. "Quorum" is defined as a majority (>50%) of the voting members of the IACUC. Therefore, a protocol is approved only if a quorum is present, and if more than 50% of the quorum votes in favor.
 3. AWAR (∩ 2.31,d, 2) and PHS Policy (IV.C.2).

