I. Purpose:

To describe the policy and procedures if a PI requests Designated Member Review (DMR) for a new animal use application from the HHRI IACUC.

II. Scope:

This policy applies to new animal use applications that must be reviewed by the HHRI IACUC, but approval is required prior to the next regularly scheduled monthly meeting.

Note: This policy does not apply to DMR after the IACUC has discussed the application at a full committee meeting and recommended minor changes. See Policy 20-2

III. Reference Documents:


C. Animal Welfare Act. Title 9 C.F.R., Chapter 1, Subchapter A - Animal Welfare, Parts 1, 2, and 3. Federal Register


IV. Policy:

IACUC review of new animal use applications should normally occur at regular monthly IACUC meetings. Only in exceptional circumstances should DMR be requested for a new application. The requesting PI must provide documentation that approval is required prior to the next regularly scheduled IACUC meeting, e.g., a copy of the JIT request or a letter from the project officer.

The chair and attending veterinarian will examine the documentation and application, and may allow the application to begin the process for DMR per Policy 20-1 if they determine:

- the need for rapid approval is bona fide, and
- the application is well-prepared and describes routine procedures. Routine procedures describe those that are similar to and/or routinely used by the investigator.

V. Procedures:

A) The PI must provide documentation that the deadline for approval is prior to the next regularly scheduled meeting of the IACUC.

B) The PI must submit the new animal use application for pre-review by the veterinarian and the IACUC chair. Changes should be made until both reviewers should agree the application is well-prepared, complete, and describes routine procedures.

C) If the application meets the above requirements, the application may be sent for consideration via DMR following the process described in Policy 20-1. Note: According to Policy 20-1, if any IACUC member requests full committee review, the protocol will not be reviewed via the DMR process.
APPENDIX A:

CHANGE HISTORY

Policy: Requests for Designated Member Review for New Animal Use Applications

Document Number: Policy 20-10

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<th>VERSION</th>
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<th>CONTENT OF CHANGES</th>
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<tr>
<td>A</td>
<td>14Oct2014</td>
<td>--</td>
<td>First version</td>
</tr>
<tr>
<td>B</td>
<td>08JAN2019</td>
<td>Change of name, update signature list</td>
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APPENDIX B:

APPROVAL SIGN-OFF PAGE

Policy: Requests for Designated Member Review for New Animal Use Applications

Document Number: Policy 20-10

Version: B

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<td>Mark LeSage, PhD</td>
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<td>IACUC Chair</td>
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<td>Alison Jarvis, DVM</td>
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