

Hennepin Healthcare Research Institute	Document Number: 20-10	Effective Date: 08JAN2019	Version: B	Page 1 of 3
Policy: Requests for Designated Member Review for New Animal Use Applications				

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:

- A. *Guide for the Care and Use of Laboratory Animals*. 8th Edition (2011). National Research Council, Institute of Laboratory Animal Resources. National Academy Press, Washington, DC.
- B. *The Public Health Service Policy on Humane Care and Use of Laboratory Animals* (2002). Office of Laboratory Animal Welfare, National Institutes of Health.
- C. Animal Welfare Act. Title 9 C.F.R., Chapter 1, Subchapter A - Animal Welfare, Parts 1, 2, and 3. *Federal Register*
- D. Frequently Asked Questions, PHS Policy on Humane Care and Use of Laboratory Animals, <<http://grants.nih.gov/grants/olaw/faqs.htm>> (Last Revised: February 24, 2014)

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.*

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APPENDIX A:

CHANGE HISTORY

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VERSION	EFFECTIVE DATE	CONTENT OF CHANGES	REASON FOR CHANGE
A	14Oct2014	--	First version
B	08JAN2019	Change of name, update signature list	New organization name

