

Hennepin Healthcare Research Institute	Document Number: 20-10	Effective Date: 11Jan2022	Version: C	
Policy: Requests for Designated Member Review				

I. Purpose:

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

II. Scope:

This policy applies to new animal use applications or amendments to approved protocols 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: September 15, 2021)

IV. Policy:

IACUC review of new animal use applications and amendments to approved protocols 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. Amendments to approved protocols must include a compelling scientific reason for timely review.

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 of a new application is prior to the next regularly scheduled meeting of the IACUC.
- B. The PI must submit the new animal use application or amendment 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.*