

Office of Sponsored Programs & Research Integrity

Institutional Animal Care and Use Committee 101

The Animal Subjects Protocol Submission Process Simplified

University of Central Missouri

What is it?

An Institutional Animal Care and Use Committee (IACUC):

- Examines all research proposals involving animal subjects.
- Will review any research or teaching activity involving live animals to ensure humane and ethical care of the animals.
- Either approves your research or requires revisions be made to proposals.

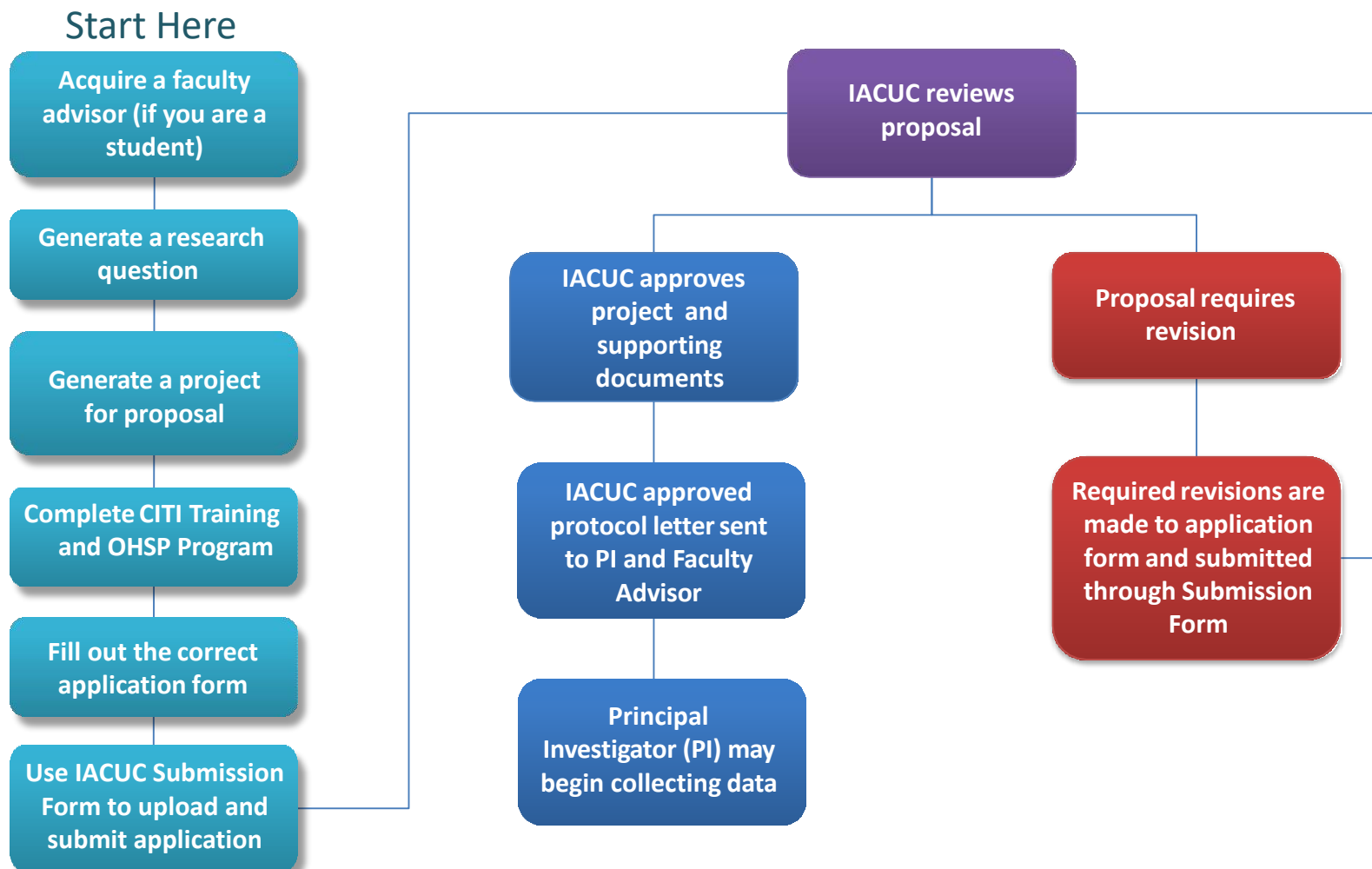
WARNING

- If you collect data **BEFORE** your research is approved by the IACUC, **per federal regulations, IACUC will immediately terminate your project and confiscate all data.** This is done to protect research animals and maintain federal compliance.

Who sits on IACUC?

- An IACUC consists of representatives from the community, faculty/staff from various departments (scientific and nonscientific), a veterinarian, and guidance from the Research Compliance Officer (ex-officio, non-voting).
- A current list of IACUC members can be found on the Office of Sponsored Programs & Research Integrity website.

What is the process?



Filling Out the Application

Step 1: Get Application Form

Go to ucmo.edu/osp and, in the left menu, select *Forms & Resources*.

Grants and
Contracts ▾

Human Subjects
(IRB)

Animal Subjects
(IACUC)

Compliance

Forms &
Resources

**Office of Sponsored
Programs & Research
Integrity**

Administration Building,
Suite 102
660-543-4264
osp@ucmo.edu
researchreview@ucmo.edu

Sponsored Programs and Research Integrity

Mission & Vision

Mission Statement

The Office of Sponsored Programs & Research Integrity (OSPRI) assists university personnel and students in finding funding opportunities, developing ideas into fundable projects, compiling application materials, managing externally funded projects, and ensuring compliance with external funding regulations and research integrity at the University of Central Missouri. The primary functions of the office support:

- Adherence with institutional, state, and federal regulations regarding oversight of sponsored projects and research;
- Diversification of institutional funding to better serve students;
- Facilitation of regional, national, and international collaborations through external funding, and
- Navigation through the research process to ensure compliance in and protection of all human and animal subjects.

Vision Statement

Step 2: Access & Complete Application Form

Scroll down to the IACUC section and select the “Application Forms” dropdown to view all eligible forms.

Animal Subjects (IACUC)

⌵ Getting Started

⬆ Application Forms

[IACUC Submission Form](#): Use this form to attach and submit your IACUC application and supporting documents.

[Field Project Form](#): Use this form for research being done in the field.

[Lab Project Form](#): Use this form for laboratory animal research.

⌵ Templates & Resources

⌵ IACUC Committee

⌵ IACUC Compliance

Step 5: Finish Application

Carefully read the “Assurance for Humane Care and Use of Vertebrate Animals” section.

Last Name	First Name	Middle Initial	Title/Degree
UCM ID Number OR e-mail address:			
Describe training and experience relevant to the procedures described in this protocol:			

Assurance for the Humane Care and Use of Vertebrate Animals
Principal Investigator's Statement:

This project will be conducted in accordance with the ILAR Guide for the Care and Use of Laboratory Animals, and the UCM Animal Welfare Assurance on file with the US Public Health Service. These documents are available from the IACUC Chair. I will abide by all Federal, state and local laws and regulations dealing with the use of animals in research.

I will advise the Institutional Animal Care and Use Committee in writing of any significant changes in the procedures or personnel involved in this project.

Principal Investigator

Rank/Title

Date

Step 6: Submit Application

Select the “IACUC Submission Form” from the Application Forms dropdown.

Animal Subjects (IACUC)

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⌵ Templates & Resources

⌵ IACUC Committee

⌵ IACUC Compliance

Step 7: Submit Application

Complete the required fields, select the appropriate “Review Type” and drag and drop or click “Browse Files” to upload the application and all supporting documents to the *IACUC Submission Form*.

Institutional Animal Care and Use Committee (IACUC) Submission Form

Please complete the information below and attach your application before submitting. Once submitted it will be reviewed by the IACUC committee, and you will receive feedback from researchreview@ucmo.edu, either with a request for more information, revisions, or notifying you that your protocol has been approved or denied. Please direct any questions concerning the form and/or process to researchreview@ucmo.edu

Applicant 700# *

Applicant Last Name *

Applicant First Name *

Applicant UCM Email Address *

Applicant Department *

Applicant Classification

Research Adviser Name

Research Adviser Email

Review Type *

Project Title *

Attach Your Protocol Here

Drag and drop files here or [browse files](#)

Comments

Step 8: Submit Application

Review all information on the IACUC Submission Form and make sure all required support documents are uploaded.

Once you have confirmed that everything is correct, you may click the Submit button. Please note, if you would like a courtesy email of your submission, you must click the box.

Attach Your Protocol Here

Drag and drop files here or [browse files](#)

Comments

Please list Amendments and any other comments here.

☐ Send me a copy of my responses

Submit

CITI Training

- OSPRI provides UCM personnel and students with CITI training, which is free for all UCM users.
- Before your protocol application can be approved by IACUC, faculty must complete the Responsible Conduct of Research (RCR) module of CITI training and students must complete the Working with IACUC module and any other modules, as deemed necessary by faculty advisor.
- Although it requires moderate response effort, it is paramount that you understand the material presented in the training.

Getting Access to CITI Training

The following are basic learner login instructions for first time use of the CITI site.

- Researchers need to go to www.citiprogram.org to register for CITI online training.
- Once there, click on “Register” button in the upper right corner
- Under “Select Your Organization Affiliation,” type in *University of Central Missouri*
- Check that you agree to the terms and check to affirm that you are affiliated with UCM before clicking the “Continue to Create Your CITI Program Username/Password” button.
- Create a unique username and password and select the learner group.
- After going through registration, you should be ready to complete the required training modules.
- Please contact citisupport@med.miami.edu in should you have any issues registering.

Occupational Health and Safety Program (OHSP)

The purpose of this program is to identify risks, implement safety controls, and provide training to ensure a safe and healthy work environment for individual with direct or indirect contact with animals. The program involves the completion of the following steps prior to receiving approval from the IACUC committee:

- Level A training brochure for PI's
- Level B training brochure for those listed on the roster
- OHSP assessment for first time PI's
- OHSP annual reassessment as long as there is an active protocol

All the above forms are available on <https://www.ucmo.edu/offices/sponsored-programs-and-research-integrity/forms-and-resources/index.php> under Animal Subjects, then Getting Started.

Quick Tips

- Acquire a faculty advisor from the start
- Work in conjunction with your advisor through every step of this process
- Conduct a basic literature review before submission
- The Office of Sponsored Programs and Research Integrity will be your point of contact for this process
- Plan on 2-4 weeks wait time for approval
- Check your employee or student email frequently for IACUC communications

Contacts

Office of Sponsored Programs & Research Integrity
Administration Building, Suite 102

For questions regarding the application process,
please email: **researchreview@ucmo.edu**

Program Administrator and Research Compliance
Officer: **Kathy Schnakenberg**

Phone: **660-543-8562**

E-mail: **schnakenberg@ucmo.edu**