IACUC 101

What is it?

- The Institutional Animal Care and Use Committee (IACUC) (pronounced eye-a-cook) examines all research proposals involving animal subjects.
- The IACUC will review any research or teaching activity involving live animals to ensure humane and ethical care of the animals.

- The IACUC will either approve your research or require revisions be made
- If it is found that you collected data BEFORE being approved by the IACUC, **the IACUC will immediately terminate your study and confiscate all data.**

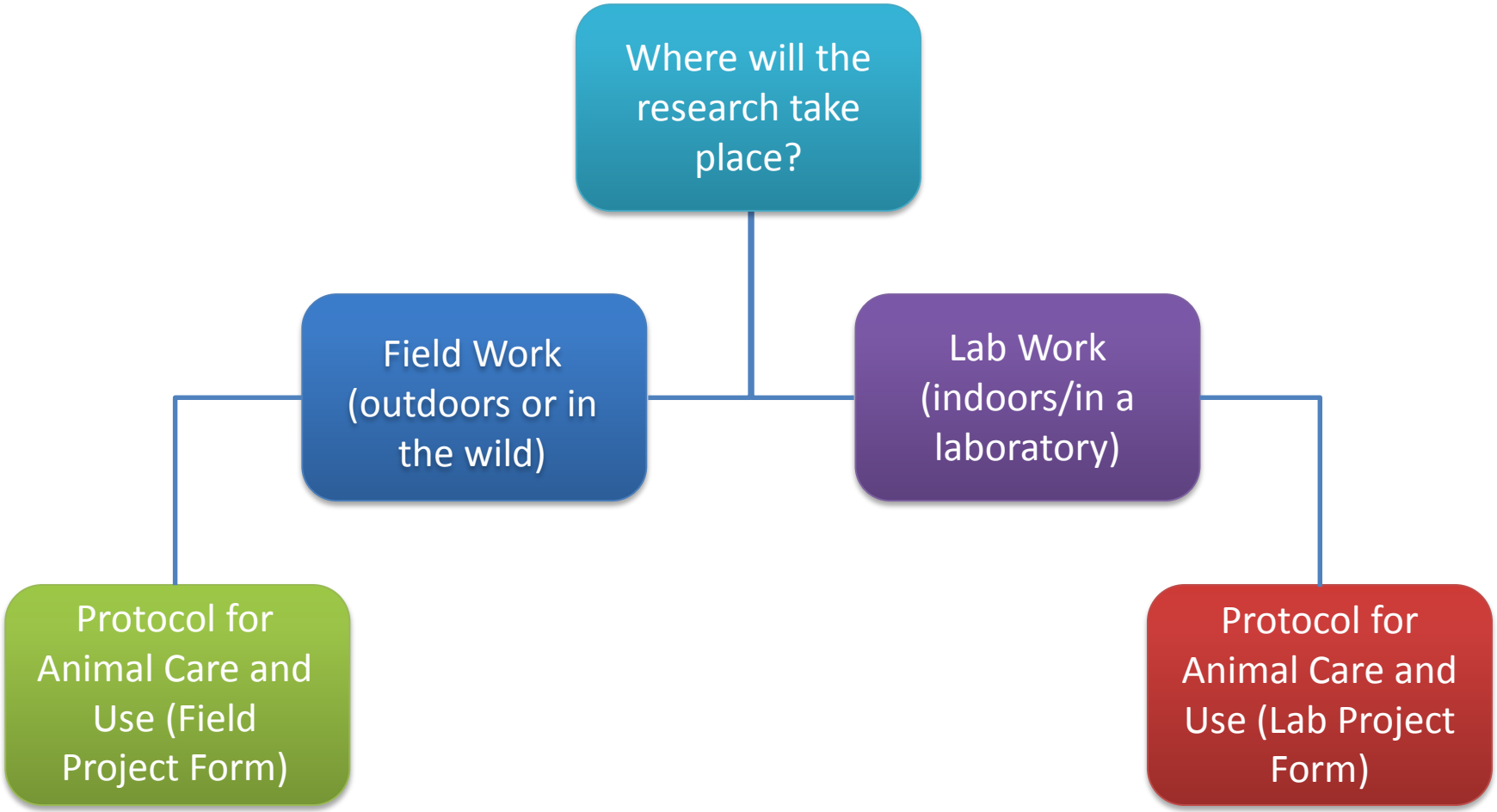
Who sits on an IACUC?

- The IACUC consists of:
  - A veterinarian
  - A community member
  - A scientific member
  - An institution official
  - Other scientific and non-scientific members

How do I start?

1. Generate a research question
2. Acquire a faculty advisor (if you're a student)
3. Generate your literature review, research methods, potential subjects, etc.
4. Fill out the correct application form
5. Submit the application to Blackboard
6. Await IACUC response
7. Contingent on:
   a) Approval, begin data collection
   b) Revisions, make the revisions and complete steps 5-7

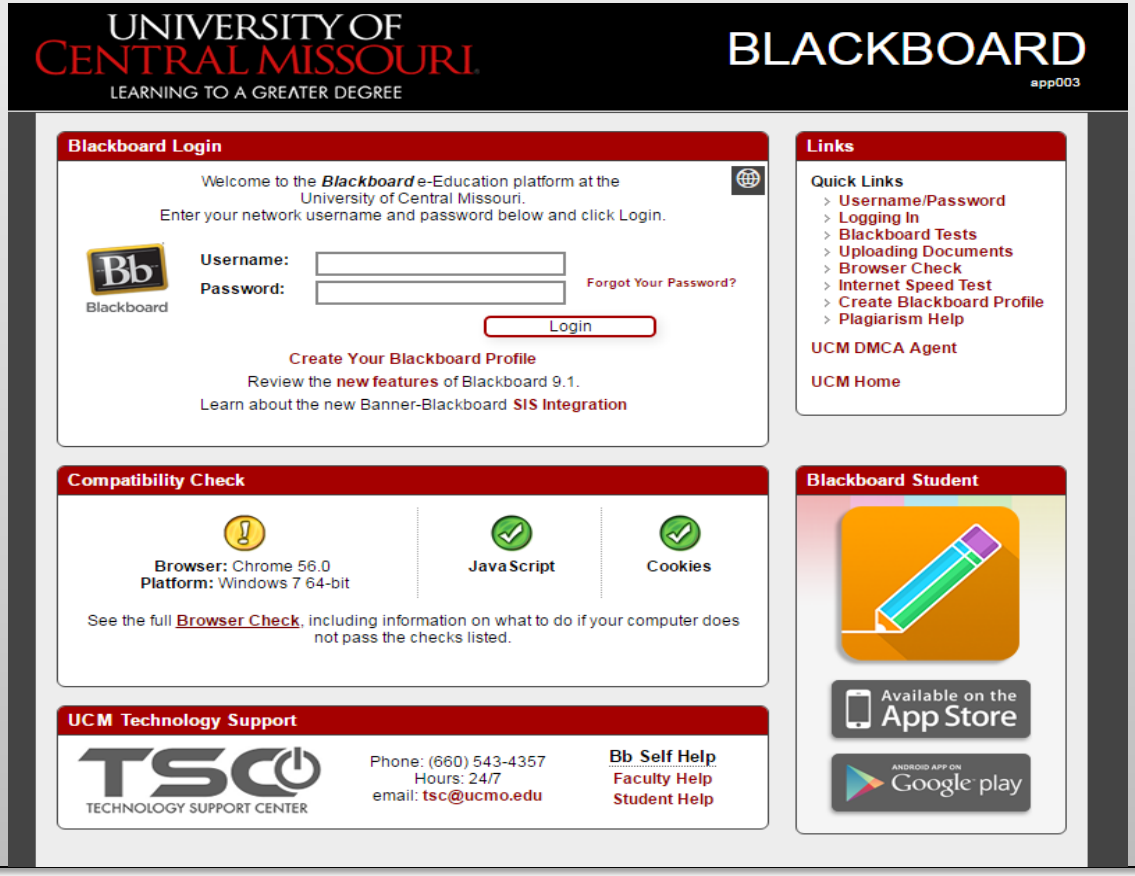
Which application do I use?



The next section will show you how to enroll on Blackboard.

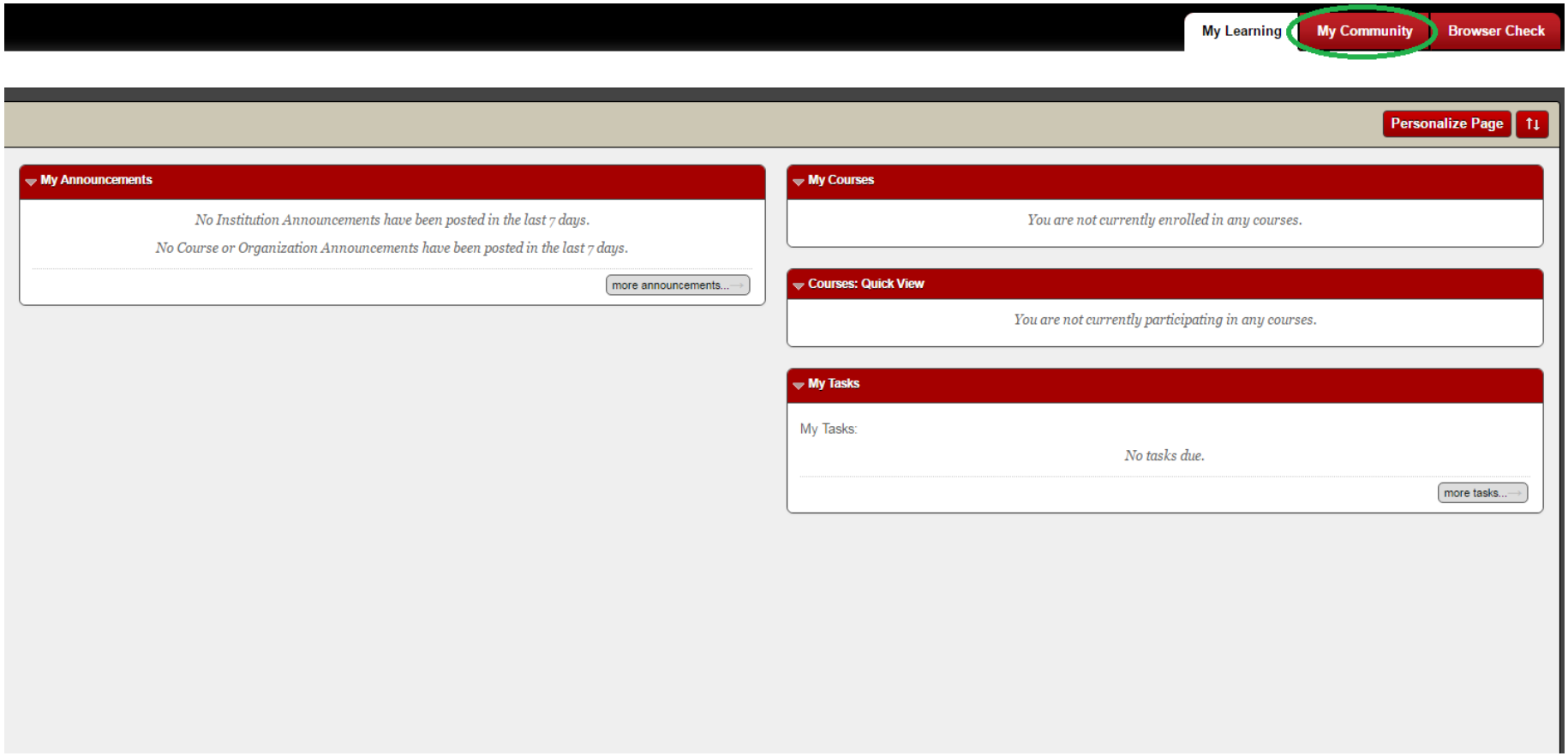
Enrolling on Blackboard

1. Go to the UCMO Blackboard login page and log in



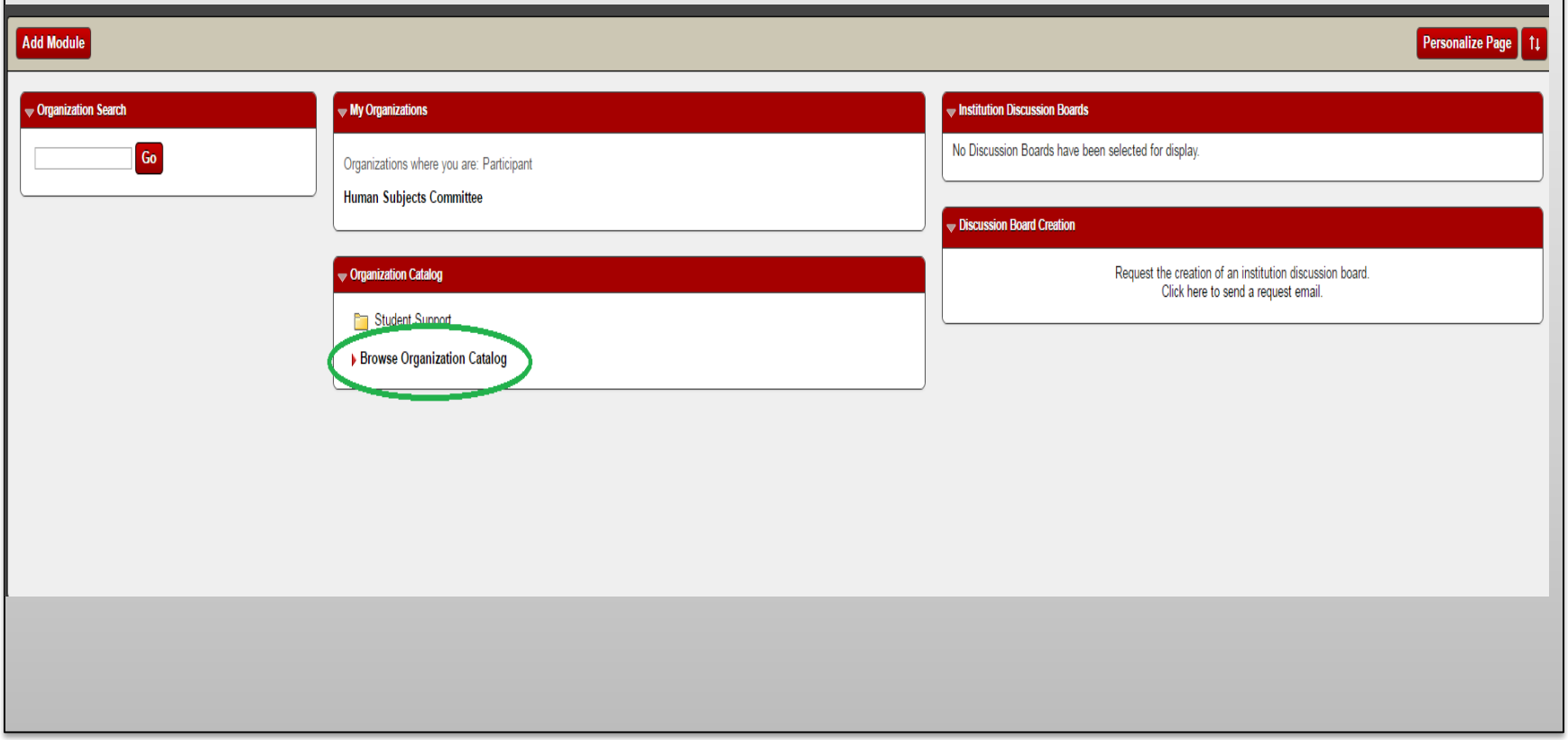
Enrolling on Blackboard

2. Click on “My Community”



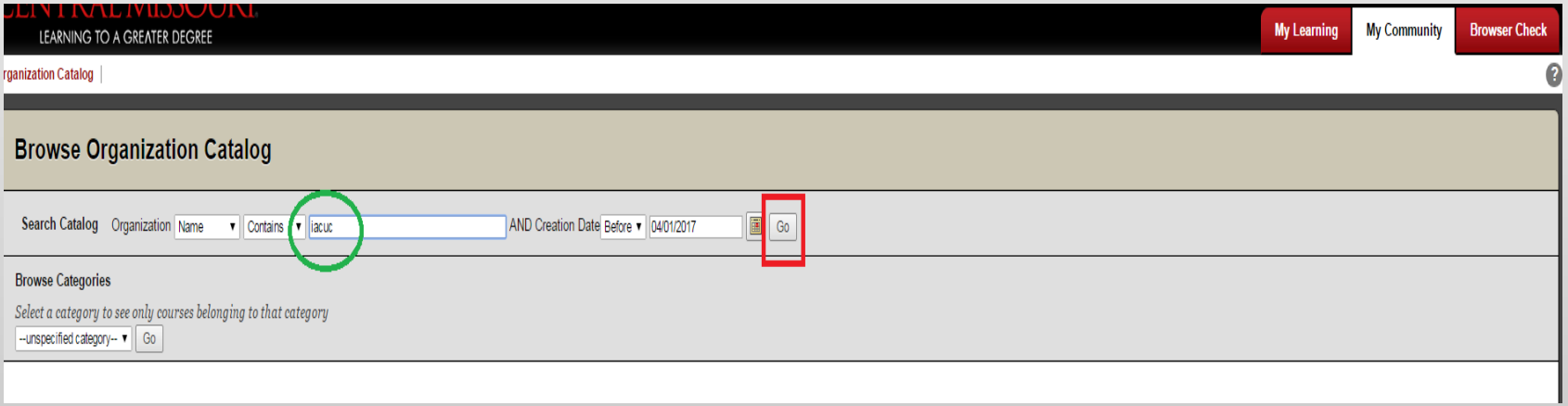
Enrolling on Blackboard

3. Click on “Browse Organization Catalog”



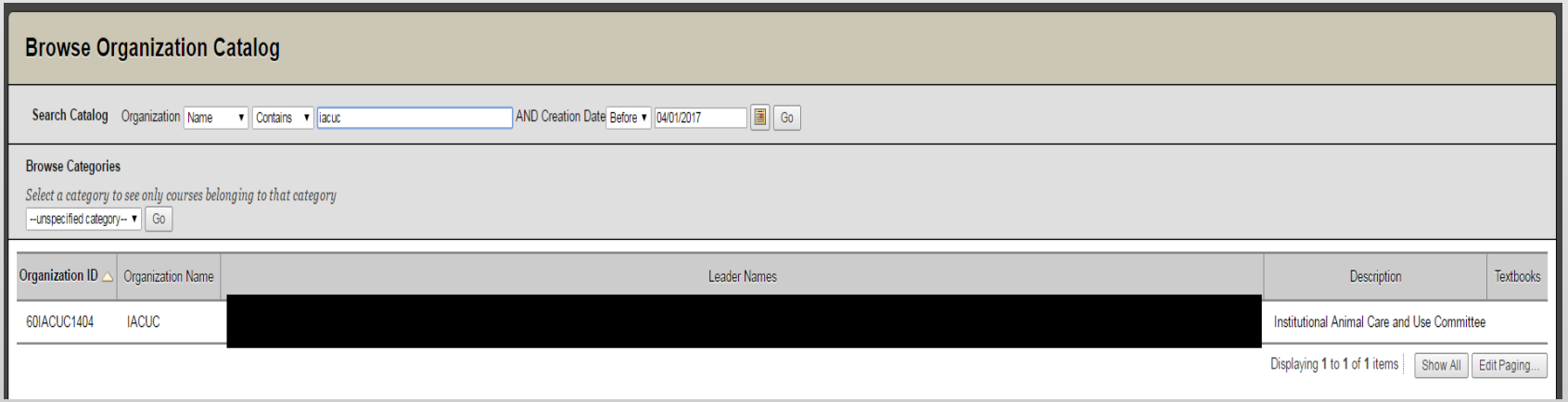
Enrolling in Blackboard

4. Type “iacuc” in the space provided and click “Go”.



Enrolling in Blackboard

5. You will see this on your screen.



Enrolling in Blackboard

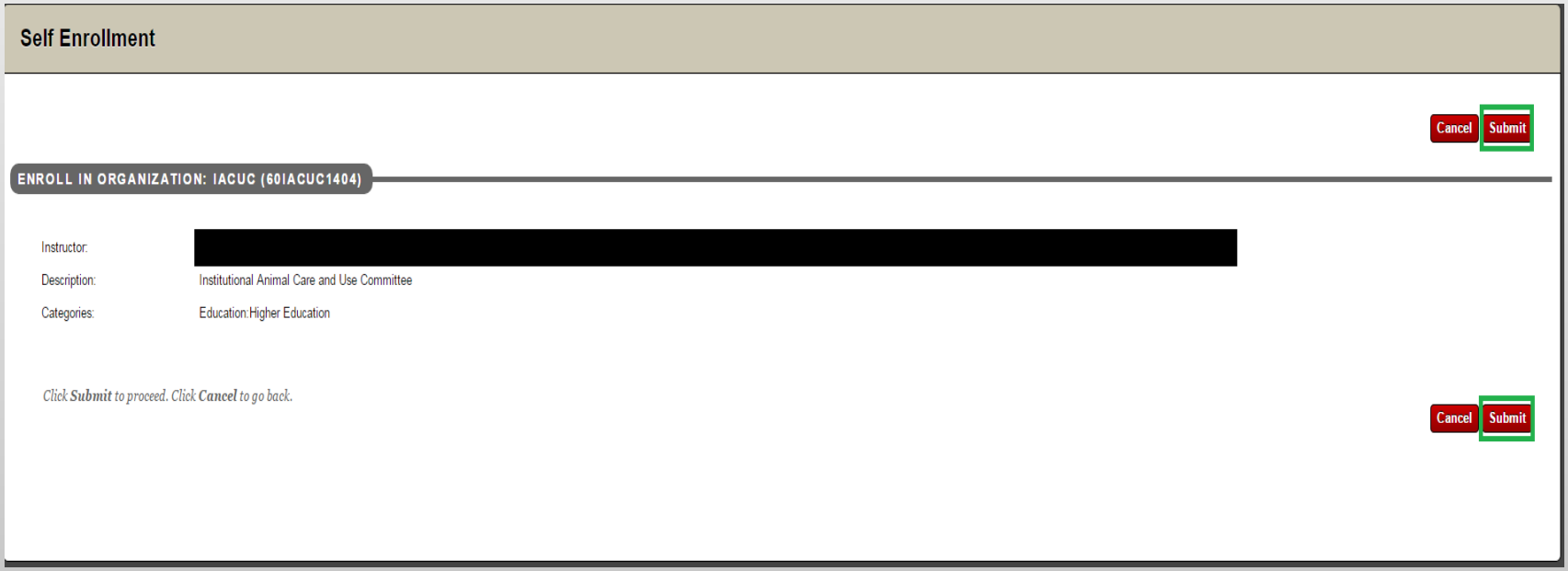
6. Click the drop down arrow that appears when the mouse hovers over “60IACUC1404”.

Enrolling in Blackboard

7. Click “Enroll”

Enrolling in Blackboard

8. Click “Submit”



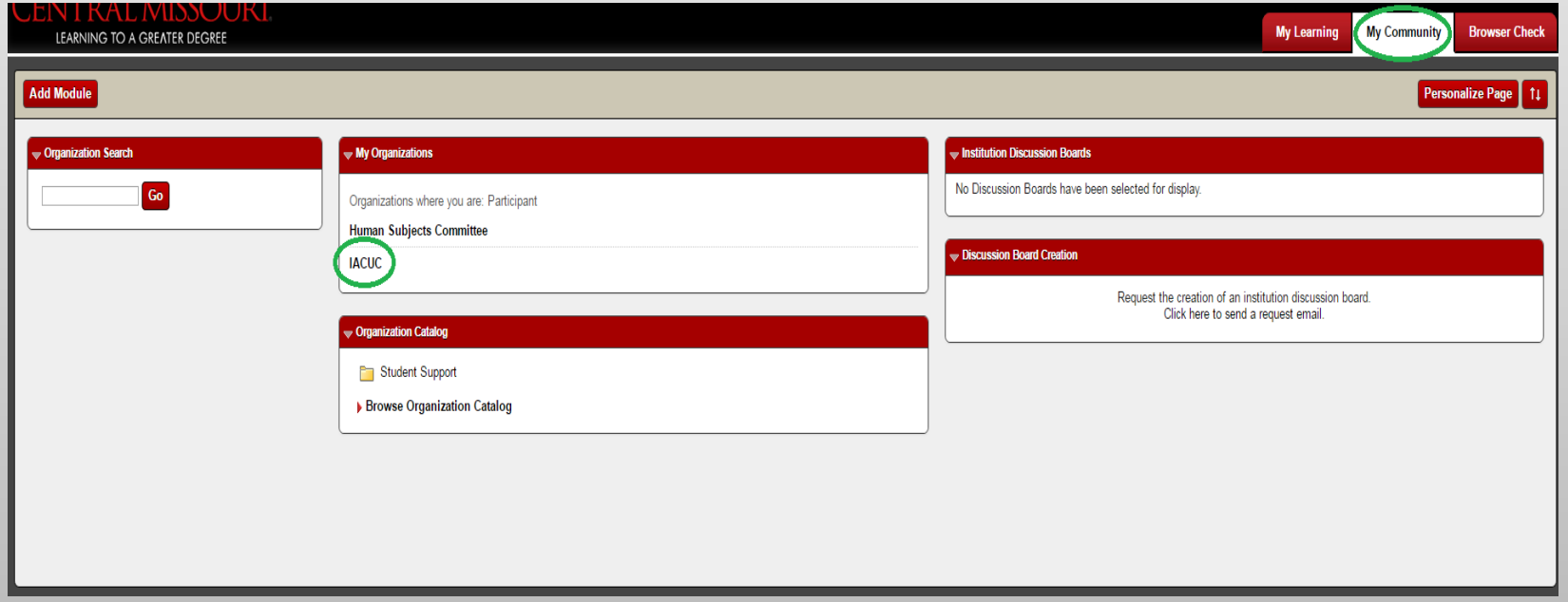
You are now enrolled. In the next section you will learn how to access and submit an application.

Accessing an Application

- The following example will be the Protocol for Animal Care and Use (Field Project Form)

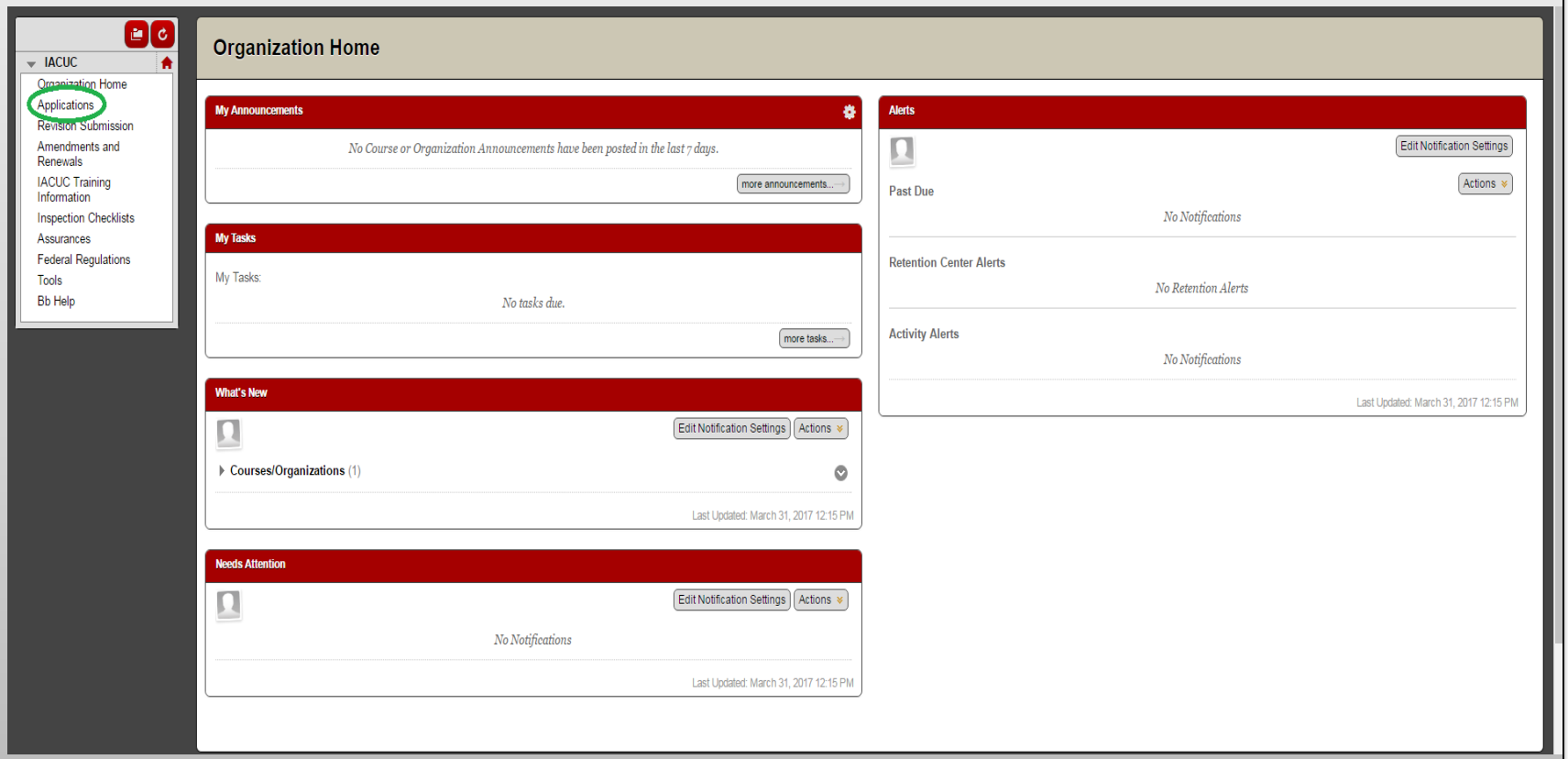
Accessing an Application

1. After logging in to your UCMO Blackboard account, click “My Community”. You will see this screen. Click “IACUC”.



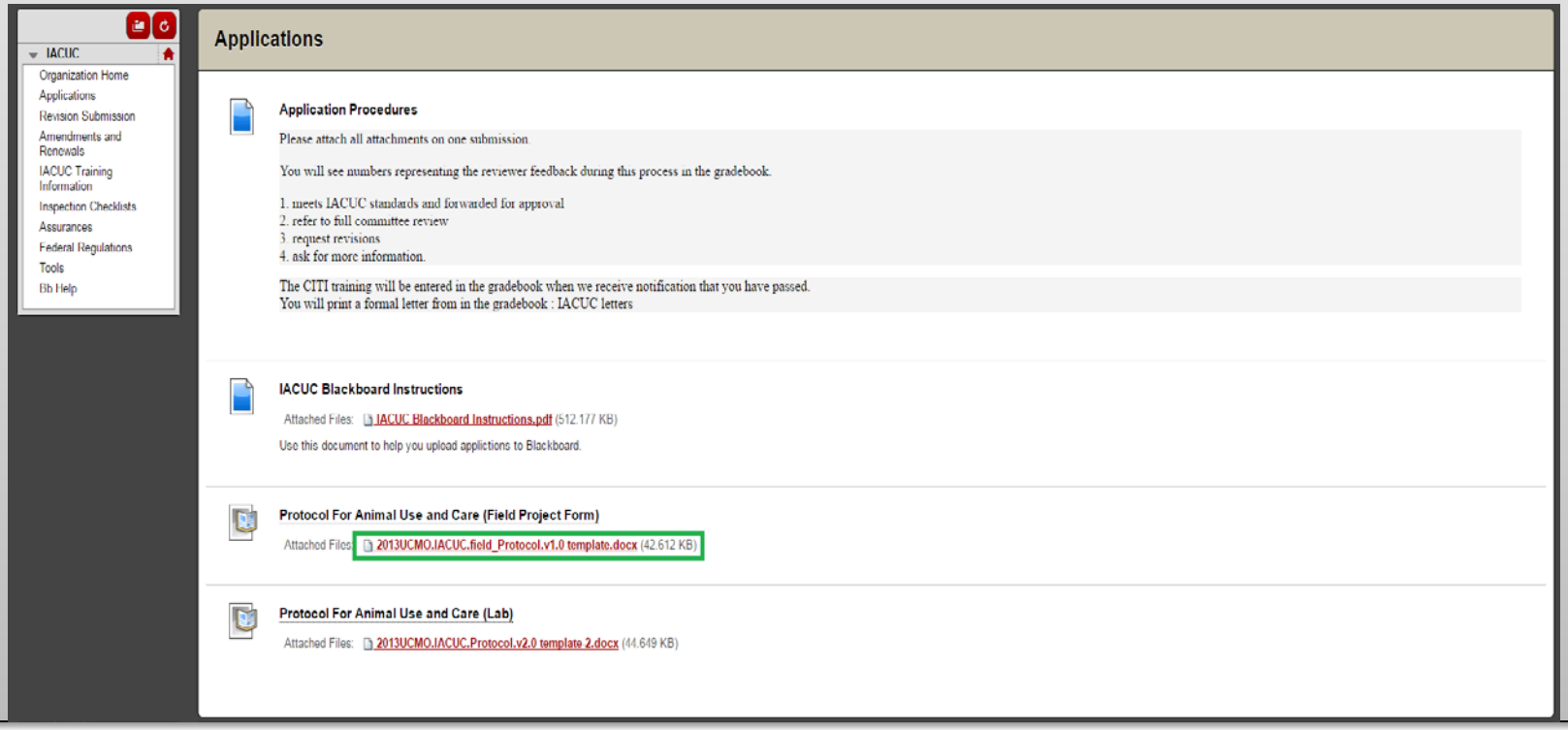
Accessing an Application

2. Click on “Applications”.



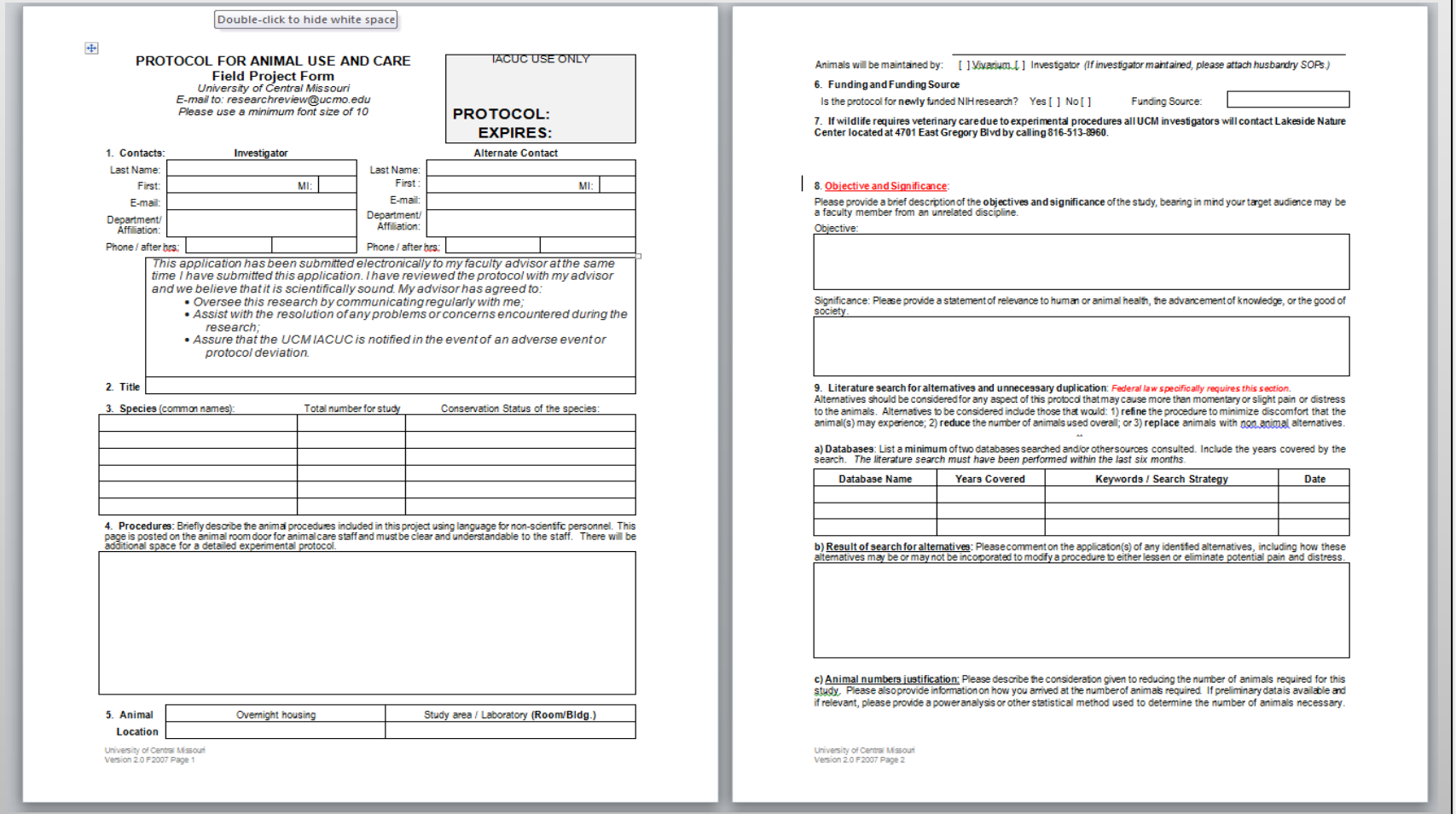
Accessing an Application

3. Click on the link under “Protocol for Animal Care and Use (Field Project Form)” and open the document.



Accessing an Application

4. You will open a document that looks like this…



Double-click to hide white space

PROTOCOL FOR ANIMAL USE AND CARE
Field Project Form
University of Central Missouri
E-mail to: researchreview@ucmo.edu
Please use a minimum font size of 10

IACUC USE ONLY

PROTOCOL: EXPIRES:

1. Contacts:

	Investigator		Alternate Contact	
Last Name:			Last Name:	
First:		MI:	First :	MI:
E-mail:			E-mail:	
Department/ Affiliation:			Department/ Affiliation:	
Phone / after hrs:			Phone / after hrs:	

This application has been submitted electronically to my faculty advisor at the same time I have submitted this application. I have reviewed the protocol with my advisor and we believe that it is scientifically sound. My advisor has agreed to:

- *Oversee this research by communicating regularly with me;*
- *Assist with the resolution of any problems or concerns encountered during the research;*
- *Assure that the UCM IACUC is notified in the event of an adverse event or protocol deviation.*

2. Title

3. Species (common names):

Species (common names):	Total number for study	Conservation Status of the species:

4. Procedures: Briefly describe the animal procedures included in this project using language for non-scientific personnel. This page is posted on the animal room door for animal care staff and must be clear and understandable to the staff. There will be additional space for a detailed experimental protocol.

5. Animal Location

Overnight housing	Study area / Laboratory **(Room/Bldg.)**

Animals will be maintained by: [ ] Vivarium [ ] Investigator *(If investigator maintained, please attach husbandry SOPs.)*

6. Funding and Funding Source

Is the protocol for **newly** funded NIH research? Yes [ ] No [ ] Funding Source:

7. If wildlife requires veterinary care due to experimental procedures all UCM investigators will contact Lakeside Nature Center located at 4701 East Gregory Blvd by calling 816-513-8960.

8. Objective and Significance:

Please provide a brief description of the **objectives and significance** of the study, bearing in mind your target audience may be a faculty member from an unrelated discipline.

Objective:

Significance: Please provide a statement of relevance to human or animal health, the advancement of knowledge, or the good of society.

9. Literature search for alternatives and unnecessary duplication: *Federal law specifically requires this section.*
Alternatives should be considered for any aspect of this protocol that may cause more than momentary or slight pain or distress to the animals. Alternatives to be considered include those that would: 1) **refine** the procedure to minimize discomfort that the animal(s) may experience; 2) **reduce** the number of animals used overall; or 3) **replace** animals with non-animal alternatives.

a) Databases: List a **minimum** of two databases searched and/or other sources consulted. Include the years covered by the search. *The literature search must have been performed within the last six months.*

Database Name	Years Covered	Keywords / Search Strategy	Date

b) Result of search for alternatives: Please comment on the application(s) of any identified alternatives, including how these alternatives may be or may not be incorporated to modify a procedure to either lessen or eliminate potential pain and distress.

c) Animal numbers justification: Please describe the consideration given to reducing the number of animals required for this study. Please also provide information on how you arrived at the number of animals required. If preliminary data is available and if relevant, please provide a power analysis or other statistical method used to determine the number of animals necessary.

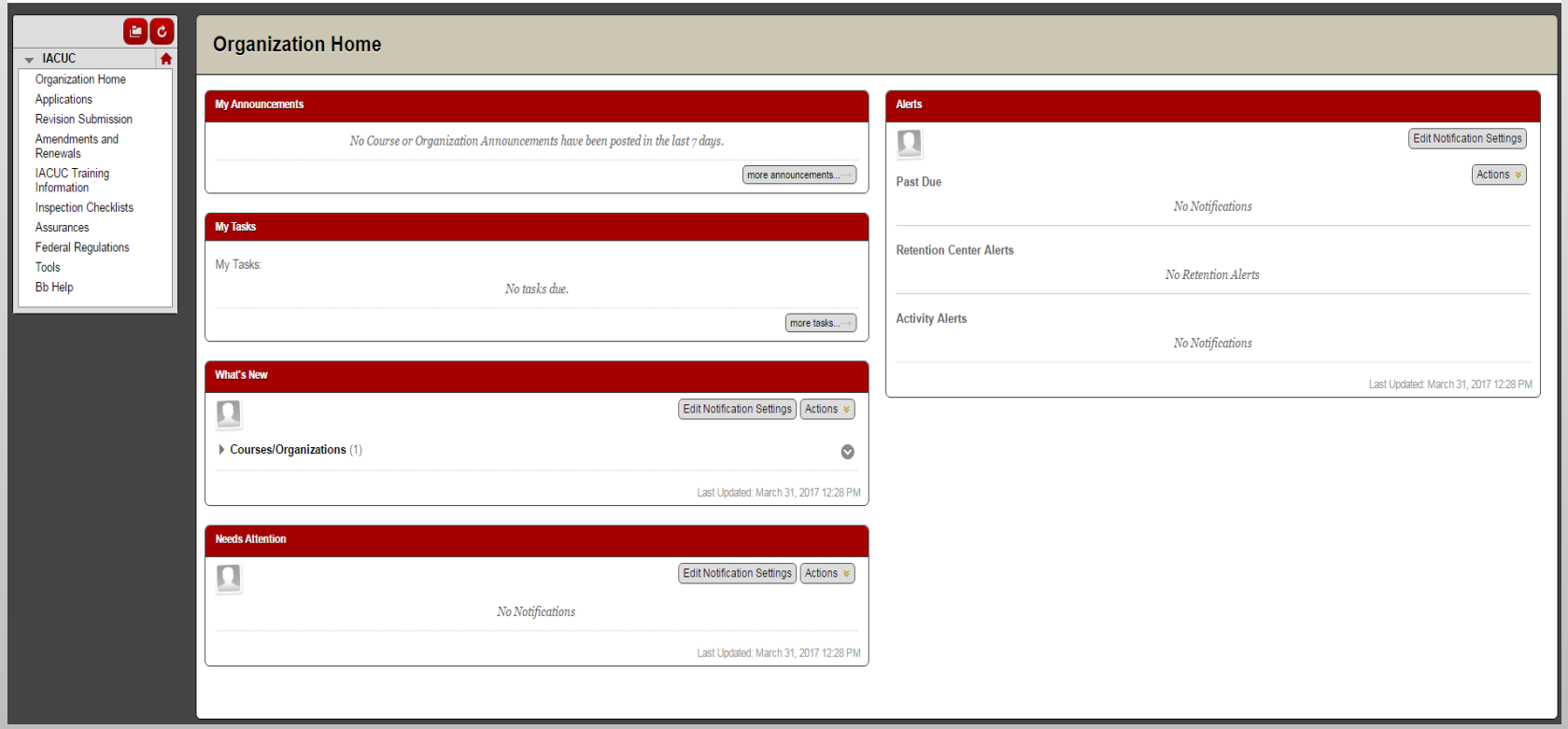
Accessing an Application

- For students, you must complete the application in a joint effort with your faculty advisor.

In the next section, you will learn how to submit an application to Blackboard.

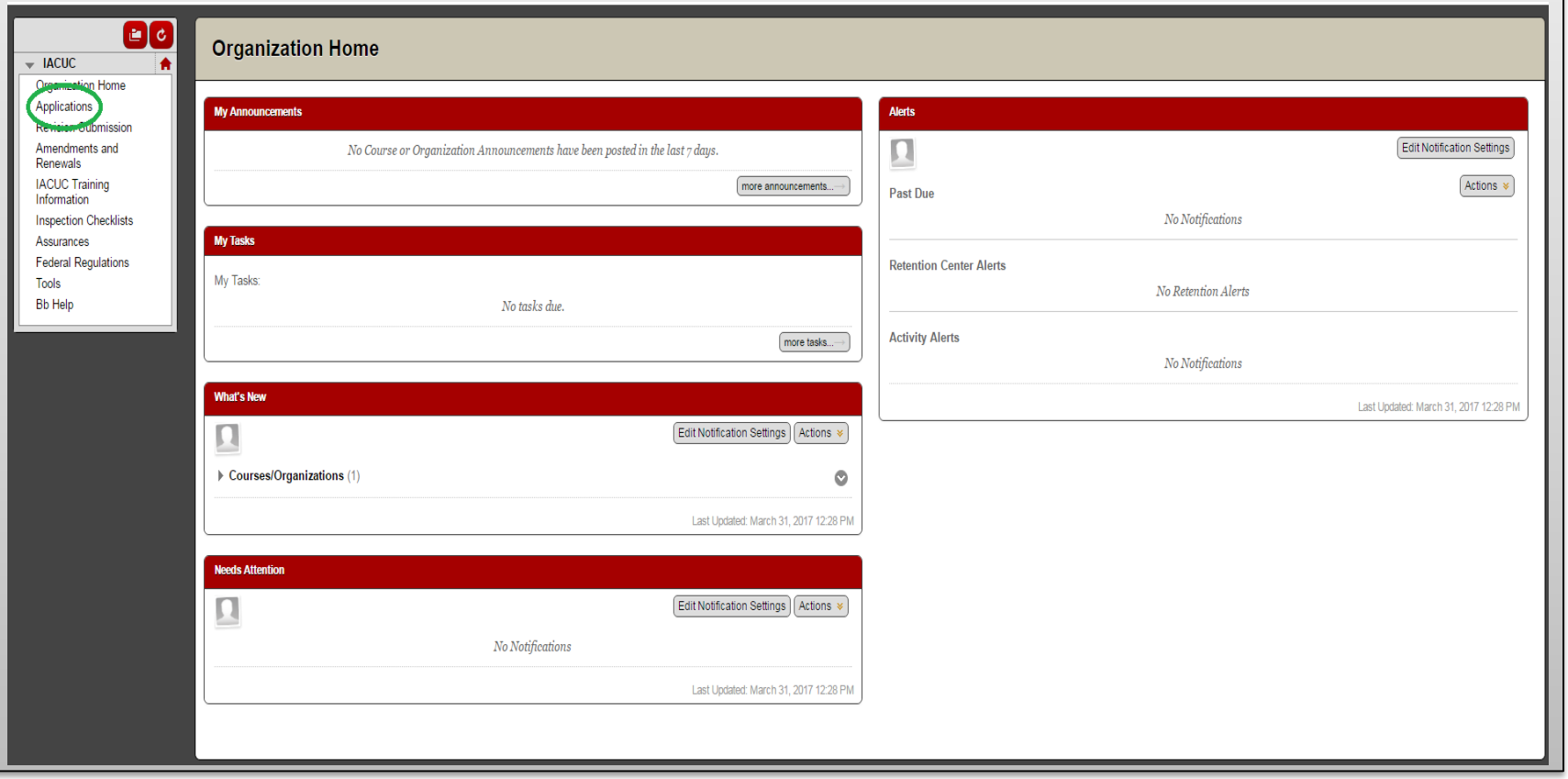
Submitting an Application

1. Access the IACUC page under “My Communities” in your UCMO Blackboard account.



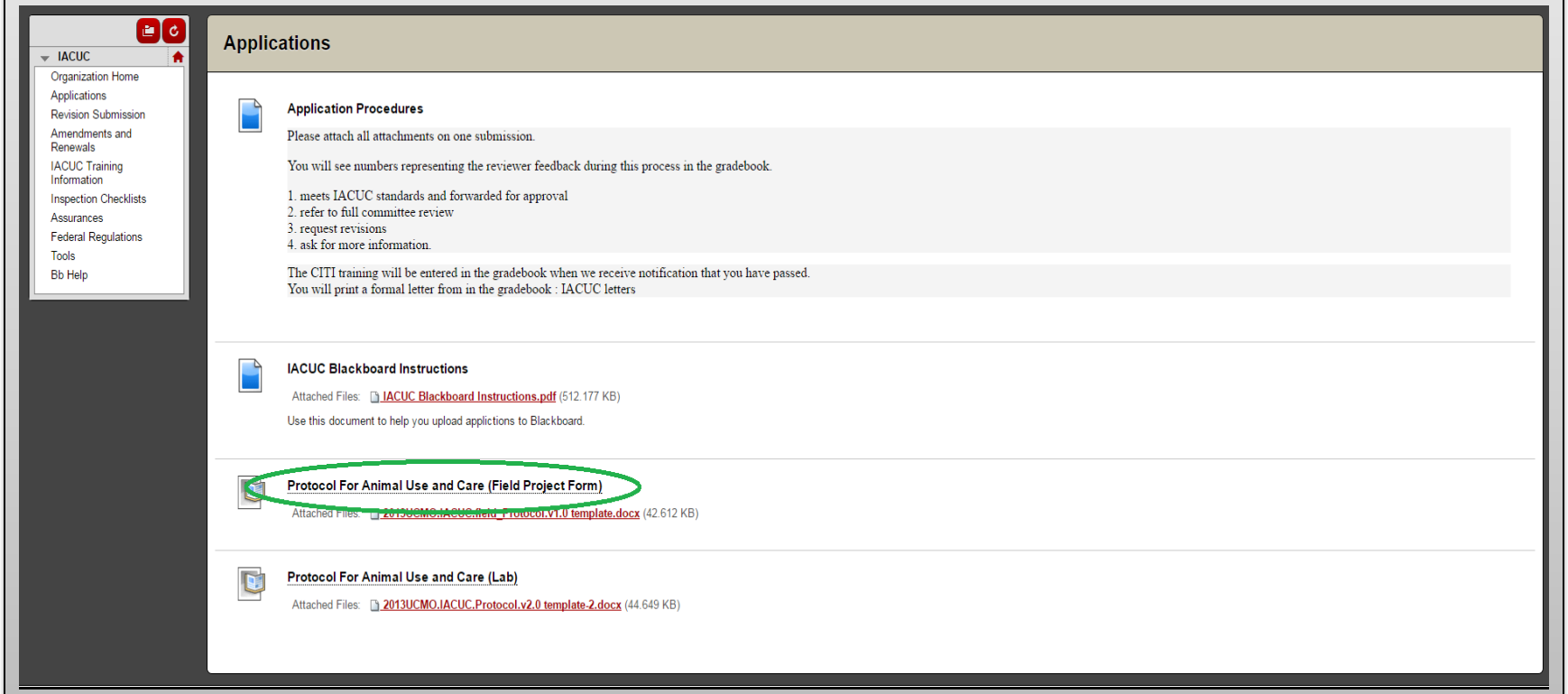
Submitting an Application

2. Click on “Applications”



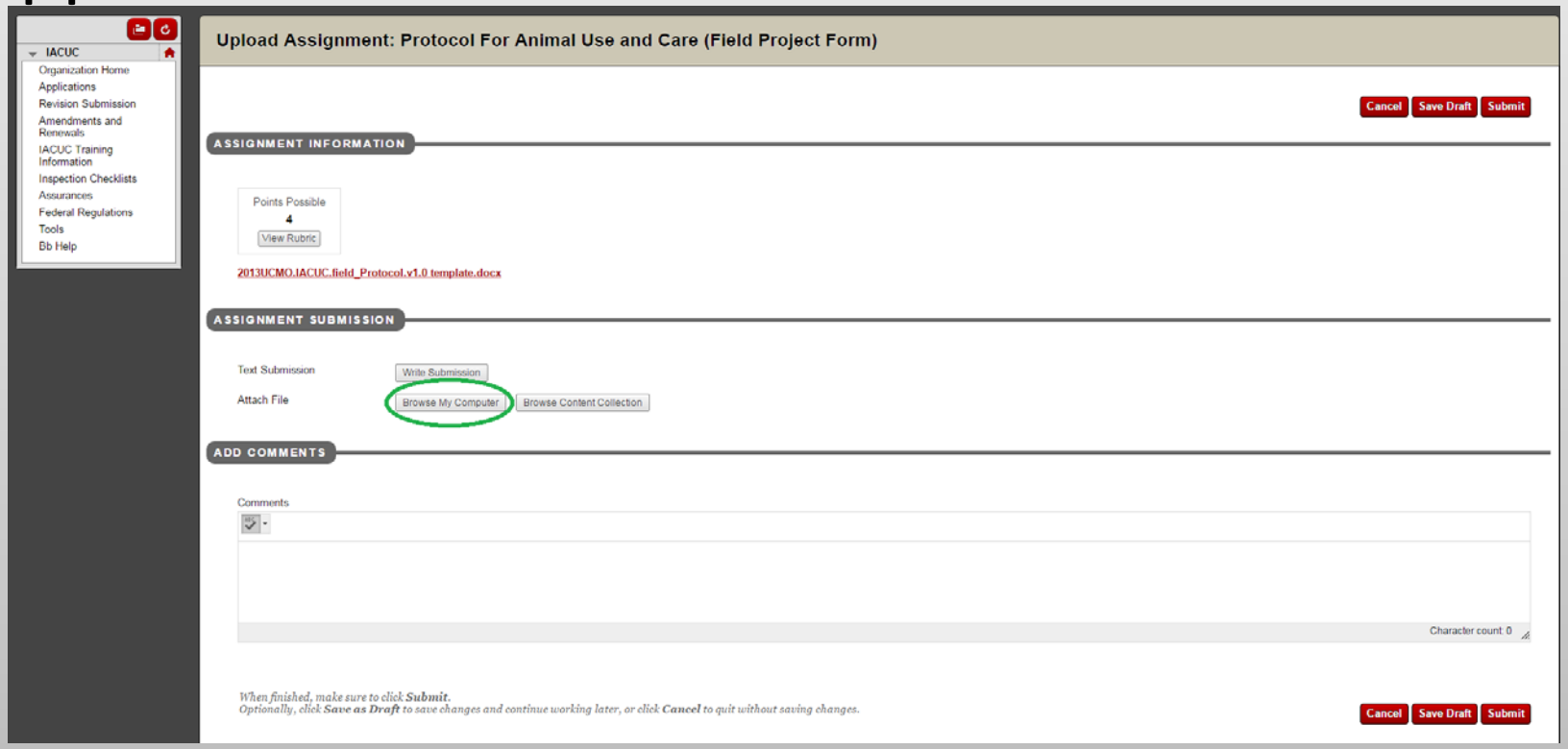
Submitting an Application

3. Click on “Protocol for Animal Care and Use (Field Project Form)”



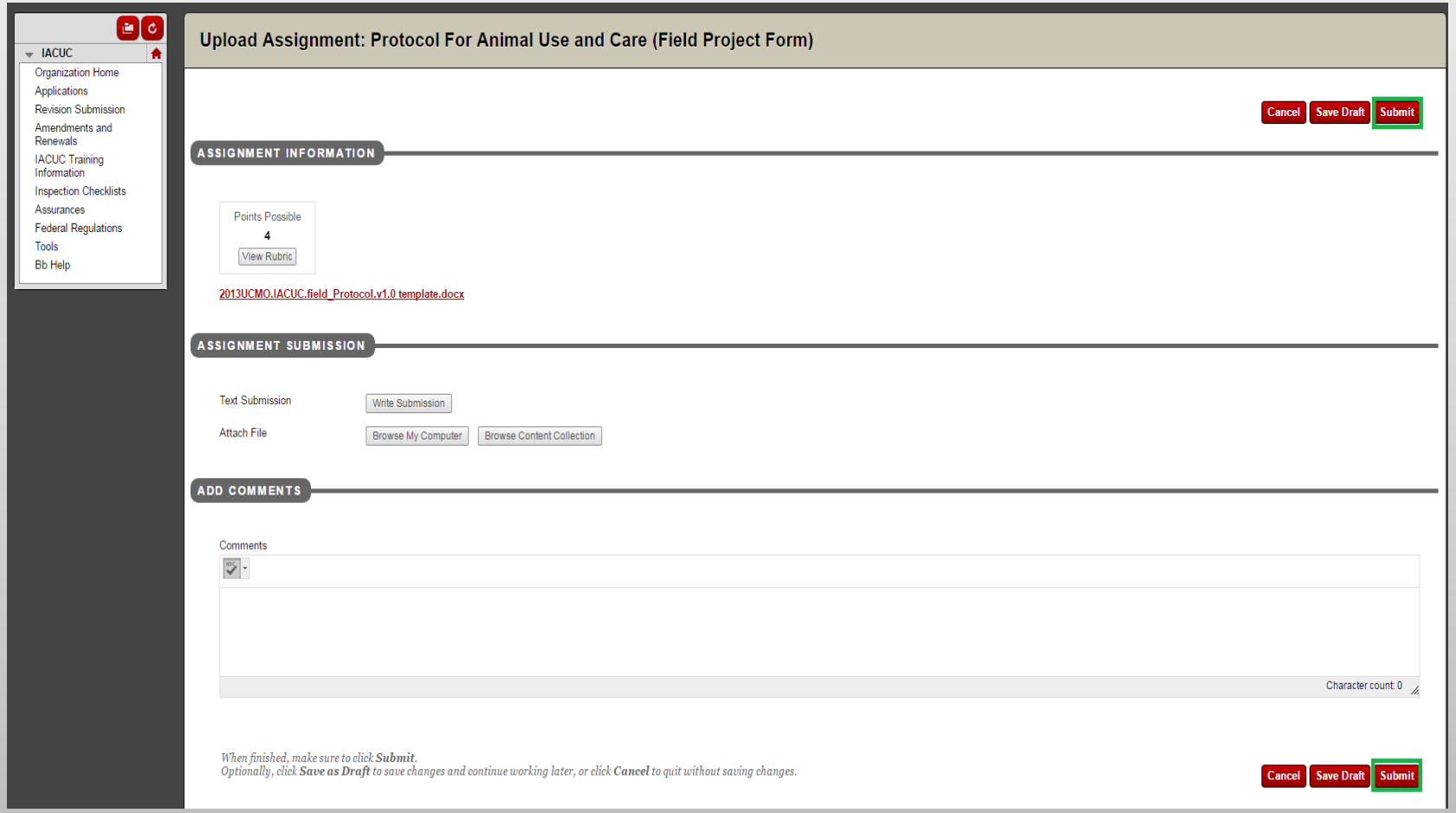
Submitting an Application

4. Click “Browse My Computer” and select your application file.



Submitting an Application

6. Click “Submit”



CITI Training

- Before your proposal can be formally approved, you must complete CITI training.
- Although it requires moderate response effort, it is paramount that you understand the material presented in the training
- The next slide will show you how to access the training

CITI Training

The UCM Human Subjects/Animal Use Programs will be instituting a responsible conduct of research (RCR) training requirement which will apply to all new proposals submitted for Human Subjects or Animal Use review on or after August 16, 2011. This training requirement will be provided online through the Collaborative Institutional Training Initiative Web-based Training Program (CITI Program).

We are offering several RCR programs including social and behavioral, physical science, or the humanities. There is also an advanced program for research administrators. Select one program most appropriate for your research. These programs have 10 modules which take between 2-4 hours to complete. The programs are flexible and allow one to log in and out at any time saving previous work. **Make a copy of your training certificate when completed and submit with your Human Subjects/Animal Use application**.

The following are basic learner instructions to logon to your CITI site for the first time:

User should be instructed to go to www.citiprogram.org to register for CITI online training.

Once there, they simply click on "New Users Register Here".

Under "Select your institution or organization" page they should select UCM in the "Participating Institutions" drop down box.

Next they should proceed to create their own username and password and select the Learner group.

After going through registration process they should be ready and setup as CITI Learners.

Please contact citisupport@med.miami.edu in case of any question.

OHSP Training

- In addition to CITI training, the researcher must undergo a health screening in compliance with the Occupational Health and Safety Program at no cost to the researcher
- The OHSP requires a brief training on occupational safety as well

THIS IS ALL FREE.
FOR YOU.
NO CHARGE.

Quick Tips

- Acquire a faculty advisor
- Work in tandem with your advisor for every step of this process
- Conduct a 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 e-mail frequently for IRB communications

Contacts

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

Program Administrator and Research Compliance Officer: **Kathy Schnakenberg**
Phone: **660-543-8562**
E-mail: **schnakenberg@ucmo.edu**

References

University of Central Missouri, Office of Sponsored Programs and Research Integrity, Institutional Animal Care and Use Committee. (2013). *University of Central Missouri Institutional Animal Care and Use Committee Procedures*.

Presentation Created by:

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Research Review Student Worker

Office of Sponsored Programs and Research Integrity

University of Central Missouri

March 2017

Acknowledgements

Kathy Schnakenberg

Sarah Craig