IACUC Checklist for Faculty

Phase 1- Does my Project Need IACUC Approva1?

- The IACUC must approve research, teaching, extension or demonstration activities utilizing vertebrate animals. If you are unsure whether IACUC approval is required for your project, contact the IACUC office at iacuc@uidaho.edu or (208) 885-7258.
- Examples of activities that are exempt from IACUC oversight include: use of invertebrate animals, use of materials collected from animals euthanized for non-research purposes (e.g. slaughterhouse) or collection of scat samples.

Phase 2 - Protocol Submission

- The IACUC is using the VERAS electronic system for protocol submissions, amendments, adverse events and protocol deviations.

  Note: Have a question about VERAS? Contact us!

  IACUC Coordinator - iacuc@uidaho.edu or (208) 885-7258.

- Submit protocol application prior to the monthly submission deadline.

Note: A PI may submit a wildlife protocol without capture and use permits but final approval will be held until all required permits are secured.

Who can serve as a PI? Review the APM 45.22 policy for PI eligibility requirements

Phase 3 - Training

- The PI and all personnel handling animals must complete the two IACUC requirements before working with animals at the University of Idaho — An online training through CITI and the Animal Worker Medical Surveillance Program (AWMSP) form. Find more information on the training page

- Contact the IACUC office at iacuc@uidaho.edu or 208-885-7258 if you have any questions, or if you have already completed these requirements at UI or another institution

Note: The IACUC, PI or Campus Vet may assign additional mandatory trainings. The CITI offers several species- and procedure-specific online trainings. These are free and available to all personnel.

Phase 4 - Protocol Pre -Review

- The PI will receive a submission confirmation email with the assigned IACUC Protocol number
- The PI will receive an email for stipulation notification after the IACUC Staff has pre-review the protocol

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- The PI will revise protocol based on pre-review stipulations

Phase 5 - IACUC Review

- IACUC members may request additional information during the review process. The coordinator will send the PI these requests via stipulations in the VERAS system. The PI must respond to and address each stipulation. This may necessitate revisions to the protocol application

Phase 6 – IACUC Approval

Final approval is granted once the following have been completed:

- All committee requests are resolved
- Personnel training is complete
- Required permits are secured, as applicable
- Occupational health requirements requested by EHS have been met, as applicable

Phase 7 - Amendments (as applicable)

- Any change to the protocol must be approved by the IACUC prior to implementation
- Amendments may include, but are not limited to, changes in procedures/methods, personnel, animal numbers, housing or procedure location, drugs administered, and/or species used

To request an amendment, go to your protocol in the VERAS system, and submit an amendment form.

Note: Not all amendments require full committee review. Some may be approved administratively or through the DMR or VCC Review.

Phase 8 - Annual Renewal

- The PI is responsible for requesting the annual renewal of a protocol, however the VERAS will send reminders at 90, 60 and 30 days in advance of annual protocol expiration

Phase 9 - Triennial Renewal

- In order to renew a protocol that is reaching its 3-year expiration date, the PI must submit a new application for IACUC review and approval.

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Phase 10 - Reporting Requirements

- The PI must track the number of animals used so as not to exceed the approved total under a protocol.
- Facility managers must annually report to the IACUC office the number of USDA-regulated animals used and under which pain category. The annual reporting period covers Oct. 1 -Sept. 30. The university compiles this information for a report submitted to the USDA on Dec.
- Protocol deviations and adverse events must be reported to the IACUC office, according to IACUC policy. The Protocol deviations and adverse event form can be submitted through VERAS.

  Note: Noncompliance will be reported to applicable oversight agencies, in accordance with PHS Policy, the Animal Welfare Act and funding sponsor agreements.

- Report any animal welfare complaint or concerns to the campus vet, ORA or IACUC immediately Reports may be made anonymously.

Note: All animal facilities must post procedures for reporting animal welfare concerns. Any report or complaint will be investigated thoroughly by the IACUC until all issues are appropriately resolved. See the IACUC whistleblower policy for more information.