TITLE: Protocol and Amendment Review Process

PURPOSE: To outline the IACUC protocol and amendment review process

REVIEW/REVISIONS: IACUC will review and revise this SOP as needed.

DATE OF LAST REVISION: 01/08/2018

PROCEDURES:

Notification of Committee:
The IACUC receives a list of all protocol and amendment submissions with the following information: Principal investigator name, protocol number, title, species, pain category (if applicable) and a summary of the research procedures. The list is sent out via email. IACUC members are given 2 business days to respond with a request to see the full protocol or amendment or to call for full committee review.

Assignment of Reviewers:
The primary (designated) reviewer is assigned by the IACUC Chair. The primary reviewer is an IACUC member with appropriate expertise. The reviewer may also be charged with conducting a side-by-side comparison of the protocol to the PI's grant (for PHS or NSF funded grants) and reporting any discrepancies. In addition, the protocol is sent to a veterinary reviewer, if the primary reviewer is not a veterinarian. Amendments that do not affect animal welfare may not be sent to a veterinary reviewer.

Designated Member Review:
In the absence of a call for full committee review, all protocols and amendments, with the exception of protocols involving primates, are eligible for Designated Member Review. Upon review, a designated reviewer can vote to:

- Approve
- Require modifications to secure approval

A designated reviewer may also call for full committee review. In this case, the designated reviewer will act as the primary reviewer. A designated reviewer may not vote to withhold approval.

Full Committee Review:
Following a request for full committee review, the IACUC reviews the protocol or amendment, with the primary reviewer leading the discussion. The committee can vote to:

- Approve
- Require modifications to secure approval
- Withhold approval

If the committee requires modifications to secure approval, the IACUC can vote for the revised protocol or amendment to be reviewed and approved by:

- The full committee
- A designated reviewer assigned by the Chair

This process was previously agreed to, in writing, by all IACUC members.

Approval:
The approval date is the date that either the designated reviewer or the full committee approved the protocol or amendment.