

Institutional Animal Care & Use Program - UTEP	
Title: Protocol Submission and Review Process	
Policy#: 011	Date in Effect: 27 March 2015
Version #: B	Rev Date: 01 March 2017
In Effect <input checked="" type="checkbox"/> Rescinded <input type="checkbox"/>	Date Rescinded:

1. RESPONSIBILITIES

It is the responsibility of all personnel using animals at UTEP to abide by this policy. Exceptions to these policies must be approved by the IACUC before implementation.

2. APPLICATION

This policy applies to all faculty animal users engaged in research and teaching at UTEP.

3. PROTOCOL SUBMISSION AND REVIEW PROCESSES

3.1 SUBMISSION

The IACUC is responsible for local review and oversight of research involving animals to ensure that institutional and federal regulations and guidelines are implemented. The IACUC can conduct a full committee review (FCR), designated member review (DMR) or an administrative review (if applicable). The IACUC has the authority to approve, request modifications to secure approval or disapprove a protocol.

The PI must have a faculty appointment at UTEP or be the Attending Veterinarian (AV) unless otherwise approved by the UTEP Institutional Official. The UTEP IACUC generally meets once a month. Meeting dates and submission deadlines are published on the IACUC webpage.

No **ACTIVITY** may begin with animals until all of the following have occurred:

- Approval of the protocol application by the IACUC;
- Completion of IACUC-required training by all personnel listed on the protocol;
- Enrollment of all personnel listed on the protocol in the Occupational Health Program.

All IACUC protocol submissions must be submitted electronically through IRBNet at www.irbnet.org . Protocols **must** be submitted by the **5th** of the month to be considered for that month's scheduled meeting.

3.2 NEW SUBMISSIONS

Necessary forms can be found within the IRBNet Library or the IACUC website. For submission questions, the IACUC Office can be reached by e-mail at iacuc@utep.edu or by phone at 915-747-7913. Using the [New Protocol/Triennial Renewal form](#), a complete description and justification (protocol or amendment) for the use of animals must be described. All submitted forms must be completed fully and accurately for review. When submitting a new protocol:

- The PI must ensure that all listed study personnel have completed the required training/enrollment or are in the process.
- Submissions must be received for review no later than the published receipt deadline in order to be placed on the agenda for that month's meeting.
- The PI may consult with the attending veterinarian or the IACUC Office during the proposal preparation.
- For USDA protocols, categories D and E, the PI must meet with the AV during the drafting of the proposal.

Upon receipt of the electronic submission, the IACUC Office and the AV will conduct a preliminary review within 7 days for completeness and animal welfare. The PI may be asked to submit additional information prior to review by the IACUC. If additional information is requested, comments will be sent electronically to the PI via IRBNet. The PI will need to submit clarifications within 10 days before that month's scheduled IACUC meeting for the protocol to be reviewed at that month's meeting.

3.3 AMENDMENTS

Any changes or modifications to approved protocols must be reviewed and approved by the IACUC prior to initiation. Amendments requiring full committee review must be received for review no later than the published receipt deadline in order to be placed on the agenda for that month's meeting. Submitted amendments determined to

meet the Designated Member Review (DMR) process will be administered as described below. Any modification not listed in the DMR categories may be considered as a major change and will require FCR.

3.4 DESIGNATED MEMBER REVIEW

Designated Member Review (DMR) is the process by which protocols, amendments or USDA annual reports may be reviewed at times other than the regularly scheduled monthly meetings of the IACUC, and by as few as one IACUC member, designated for this specific task by the IACUC Chair. The PI will follow the submission guidelines as described above. The submission will be reviewed by the IACUC office and checked against the approved DMR categories. If the modification falls into the approved Administrative Review categories, the IACUC office will appropriately process the request. If the request falls into the approved DMR categories, the following procedures will occur:

- Within 7 days of the submission, the IACUC Office will conduct an administrative review and the AV and/or designee will review for any animal welfare issues and the IACUC Chair will verify the submission for DMR authorization and designate a reviewer(s).
- Once approved by the Chair, the IACUC office will share the submission with the IACUC member(s) via IRBNet, where they will have access to all applicable documents for their consideration of an expedited review. Each IACUC member will have an opportunity to call for a FCR of the submission.
- IACUC members will have 3 working days from the time the application is shared in which to individually reply (without copy or blind copy to anyone else) to the IACUC office by e-mail to iacuc@utep.edu. This maintains confidentiality of the member's decision while avoiding any possible intimidation. If any IACUC member does not respond within that time, that lack of response will be considered as that member's agreement to exercise the DMR process. After the 72 hour response time, records of the polling will be filed within the appropriate protocol submission.

- If any IACUC member calls for a FCR, the DMR process will not be exercised, and the submission will be placed on the Agenda for the next appropriate IACUC meeting for which the agenda is still open. The IACUC office will notify the investigator of the IACUC's decision.
- In the event that polling supports the DMR, the IACUC office will initiate the DMR process. The IACUC office will remove shared access from the committee members and only leave review access to the designated member reviewer(s). A subcommittee consisting of at least one primary reviewer will be authorized to review, approve, require modifications or request FCR of the submission. The designated reviewer(s) may consult with the AV during the DMR process. Subcommittee communications between members shall be entered in the comments section for "Reviewers" within IRBNet. Reviewers will conduct a review within 5 working days. If the designated reviewer(s) has not completed the review in the required timeframe, the Chair has the option to re-assign another reviewer(s). If more than 30 days has passed, the submission will be called back for FCR.
- If the designated members cannot fully agree with the contents of the protocol or amendment, they may, at any time during the DMR process, request FCR.
- Once the DMR process is complete, the primary reviewer will notify the IACUC office of the review decision and any recommendations. The IACUC office will notify the investigator of the Designated Reviewer's decision and/or any recommendations for corrections or clarifications. Once requested revisions have been made by the PI, the Designated Reviewer(s) will re-review the application for approval.
- The IACUC will be notified of the results of the DMR at the next IACUC meeting.

The following are approved for Designated Member Review (DMR)

- Protocols categorized as B or C
- Animal increase \geq than 10% of the protocol approved number
- Change of PI
- Adding/replacing/changing a strain

- Closure report without renewal
- Change in housing arrangements-single vs group**
- Change in euthanasia method**
- Change in anesthesia, analgesia, sedation or experimental substances**
- Procedural amendment-addition of non-invasive, non-surgical procedure**

**May be handled via DMR with an already IACUC reviewed and approved protocol and in consultation with the attending veterinarian. The veterinarian is not conducting DMR, but is serving as a subject matter expert to verify that compliance with the IACUC-reviewed and -approved policy is appropriate for the animals in this circumstance. Consultation with the veterinarian must be documented. The veterinarian may refer any request to the IACUC for review for any reason and must refer any request that does not meet the parameters of the IACUC-reviewed and -approved policies. **

3.5 ADMINISTRATIVE REVIEW

Submissions received by the IACUC office will be reviewed and checked against pre-approved administrative categories. If the submission falls into the approved Administrative Review categories, the IACUC office will appropriately process the request.

The following are approved for administrative review

- Personnel amendment (removal/addition)
- Addition / deletion of a telephone number, room number, location or building name*
- Misspellings &/or typographical errors.
- Addition of new personnel other than the PI.
- Changes in funding source.
- Change in gender.
- Title change

Location change will be in consultation with the AV and may be due to relocation, construction or other events that may need to cause relocation of animals outside their normal habitat area for longer than 12 hours

3.6 CONTINUING REVIEW

Annual reviews are only required of protocols utilizing USDA covered species. The IACUC office, through IRBNet will automatically send out expiration reminders prior to the expiration date. The PI must submit an [**ANNUAL PROGRESS REPORT**](#)

on their ongoing activities for review and approval by the IACUC. If the protocol is pain Category B or C, and there are no significant changes being made to the protocol and no adverse events reported, the annual review may be conducted via DMR and the DMR process will be followed as described above. If the the pain category is listed as D or E, the annual review must be conducted by FCR. In this case, the annual progress report will be processed as a new submission described above.

3.7 RENEWALS

Protocols are approved for no more than three years. Every third year, prior to the anniversary month, the PI must resubmit their protocol for a *de novo* review. Notification of protocol expiration will be electronically sent via IRBNet prior to the protocol expiration date. It is the PI's responsibility to renew the protocol in a timely manner. Renewals are reviewed in the same manner as new submissions. Research may not continue if the protocol has expired. If the PI wishes to close the study and not continue any animal activity on the protocol, a Closing Report must be electronically submitted via IRBNet.

3.8 FAILURE TO SUBMIT RENEWALS/CLOSING REPORTS

Failure to submit completed forms in sufficient time to be placed on the IACUC agenda for consideration of approval before the study anniversary date will result in study becoming expired. No research or teaching activities may continue in animals under an expired protocol. Continuation of research or teaching activities on an expired protocol will be reported to the appropriate funding and regulatory agencies. Animals already in the experimental queue should remain in the study until protocol procedures for their use have been completed. Furthermore, for other animals (refer to Policy 21), no procedures other than routine husbandry care can be carried out until the protocol is reapproved. If a closing report or a renewal is not submitted within 60 days after the expiration date, PI will be notified by the IACUC office alerting them the protocol will be administratively closed.