

<b>Institutional Animal Care &amp; Use Program - UTEP</b>	
<b>Title:</b> Designated Member Review	
<b>Policy#:</b> 006	<b>Date in Effect:</b> 14 January, 2015
<b>Version #:</b> B	<b>Rev Date:</b> 22 May, 2015
<b>In Effect</b> <input checked="" type="checkbox"/> <b>Rescinded</b> <input type="checkbox"/>	<b>Date Rescinded:</b>

A) RESPONSIBILITIES

It is the responsibility of all IACUC members and investigators using animals in research or teaching at UTEP to abide by this policy. Exceptions to these policies must be approved by the IACUC before implementation.

B) APPLICATION

The Designated Member Review (DMR) process, as defined below, is limited to circumstances, which require a short review time frame.

C) DEFINITIONS

- 1) Designated Member Review (DMR) process: Process by which protocols or amendments 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.
- 2) Full Committee Review (FCR) process: Process by which protocols or amendments are reviewed at the scheduled monthly meetings of the IACUC with a duly constituted quorum.
- 3) Application: The term applies to either protocols or amendments

D) CATEGORIES

ADMINISTRATIVE REVIEW	DESIGNATED MEMBER REVIEW
<ul style="list-style-type: none"> <li>• Personnel amendment – addition or removal (other than PI)</li> <li>• Update contact information</li> <li>• Increase in animal numbers no more than 10% from the protocol approved numbers</li> <li>• Change in funding agency</li> <li>• Change in title</li> <li>• Change in gender</li> <li>• Change in identification</li> <li>• Change in location*</li> </ul>	<ul style="list-style-type: none"> <li>• Protocols categorized B or C</li> <li>• Annual review – USDA ONLY</li> <li>• Increase in animal numbers greater than 10% from the protocol approved numbers</li> <li>• Change of PI</li> <li>• Adding/replacing/changing a strain</li> <li>• Closure report without renewal</li> <li>• Change in housing arrangements – singly housing animals opposed to group housing**</li> <li>• Change in method of euthanasia**</li> <li>• Change in anesthesia, analgesia, sedation, or experimental substances**</li> <li>• Procedural amendment – addition of non-invasive, non-surgical procedure**</li> </ul>

\*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\*

\*\*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. \*\*

E) PROCEDURES

- 1) A principal investigator (PI) shall submit (via IRBNet electronic submission) an appropriately completed IACUC protocol application for Designated Member Review (DMR) to the IACUC.
- 2) The submission will be reviewed by the IACUC office and checked against the approved DMR categories. If the application 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:
  - a) The submission is shared with the AV and/or designees for preliminary review of any animal welfare issues and with the IACUC Chair for authorization and designation of reviewer(s).

- b) Once approved by the Chair, the IACUC office will forward the application by sharing the submission with the IACUC member(s) via IRBNet.
- c) Each IACUC member will receive access to the protocol application or amendment form, and any other necessary information concerning the proposed research project for their consideration of an expedited review. Each IACUC member will have an opportunity to call for a FCR of the application rather than DMR.
- d) IACUC members will have 3 working days from the time the application is shared in which to reply to the IACUC office by e-mail to [iacuc@utep.edu](mailto:iacuc@utep.edu). 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 protocol application 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.
- e) Decisions by each IACUC member to support DMR or to call the application to FCR are submitted via e-mail to the IACUC office at [iacuc@utep.edu](mailto:iacuc@utep.edu) without copy or blind copies to anyone else. This maintains strict confidentiality of the member's decision while avoiding any possible intimidation in such decision.
- f) 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 subcommittee member reviewers. A subcommittee consisting of at least one primary reviewer and possibly the Attending Veterinarian or designee (e.g., back up veterinarian), will be authorized to review, approve, require modifications or request FCR of the submitted application or amendment.

Subcommittee communications between members shall be entered in the comments section for “Reviewers” within IRBNet.

- g) 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.
- h) 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 questions to be answered. Once all requested revisions have been made by the PI, the Designated Reviewer(s) will re-review the application for approval.
- i) The IACUC will be notified of the results of the DMR at the next IACUC meeting.