

Institutional Animal Care and Use Committee		UNTHSC
Title: Expedited Protocol Procedures		
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Approved by IACUC Date: April 14, 2016		

A. BACKGROUND INFORMATION

- a. The IACUC has the responsibility to assure that all animal use activity meets federal law mandates, Public Health Service policy, the National Research Council Guide recommendations and all accreditation expectations.

B. PROCEDURES

- a. There may be circumstances that require a protocol to be reviewed and approved before the next IACUC meeting. If a Principal Investigator (PI) wants to submit a protocol for Designated Member Review (DMR), the PI shall submit a protocol via IDEATE and send, via email, a request for DMR to the IACUC Administrator. The request must include justification for the DMR request. NOTE: DMR should not be used for triennial renewal.
- b. The IACUC Administrator will forward the request to the IACUC Chair (or designee) and Veterinarian who will determine the appropriateness of the request for DMR. Appropriateness for DMR will depend upon: (i) invasiveness of procedures, (ii) level of pain or distress, (iii) species and number requested, and (iv) peer review status for the research activity and (v) previous IACUC review. For example, a protocol involving invasive procedures may be rejected if the same or similar procedures have not previously been reviewed by the IACUC, are deemed controversial, or involve a request for exception to regulations.
- c. If the DMR is determined to be appropriate, the Chair will notify the IACUC Administrator and the protocol, together with a summary including animal numbers and procedures will be made available to the full IACUC.
- d. IACUC members have 5 business days to review the protocol in which to reply to the IACUC Administrator. If any member does not respond within that time, the lack of response will be considered as that member's agreement to exercise the DMR process. If any member calls for full committee review, the DMR process will not be exercised and the protocol application will be placed on the Agenda for the next IACUC meeting. The PI will be notified by the IACUC Administrator if the DMR process will not occur.
- e. If there has been no call for full committee review after the five business days, the Chair will initiate the DMR process. A subcommittee of no less than a primary reviewer, the IACUC Chair (or designee) and the Veterinarian or designee, will be authorized to review, approve, require modifications or request full committee review of the application. All communications between members or with the PI are copied to the IACUC Administrator.

- f. Any requests for revisions will be sent to the IACUC Administrator and then forwarded to the PI. The PI will send any revisions to the IACUC Administrator who then forwards them to the reviewers. The PI will be notified of the approval.
- g. The IACUC will be notified of the results of the expedited review at the next IACUC meeting.