

<b>Institutional Animal Care and Use Committee</b>		<b>UNTHSC</b>
<b>Title:</b> Assignment of Designated Member Reviewers		
<b>Document #:</b> 045	<b>Version #:</b> 03	
<b>Approved by IACUC Date:</b> February 22, 2022		

**A. BACKGROUND INFORMATION**

- a. At least one member of the Institutional Animal Care and Use Committee (IACUC) can conduct a Designated Member Review (DMR). Protocols, amendments and annual reviews can be reviewed by the DMR process. The member is appointed by the IACUC Chair. The designated reviewer can approve, require modifications (to secure approval) or to request Full Committee Review (FCR).

**B. RESPONSIBILITIES**

- a. It is the responsibility of the IACUC Chair to assign designated reviewers.
- b. It is the responsibility of the members assigned as DMR to review their assignments thoroughly, and in a timely manner.

**C. PROCEDURES**

- a. The Committee can request a protocol be reviewed and approved by DMR after FCR at a meeting (see SOP 009 Protocol Submission Process and 041 Designated Member Review after Full Committee Review). The DMRs for this process are the members who review and present the protocol at the meeting. These reviewers are initially selected by the IACUC Administrator who then discusses the selections with the IACUC Chair for final approval.
- b. Amendments and annual reviews that are processed through DMR are assigned to any of the Vice Chairs, on a rotating basis, unless there is a conflict of interest or unavailability. The Chair may also review amendments or annual reviews, as the designated member. See SOPs 002 Amendments to Approved Protocols and SOP 003 Annual Review of Protocols.
- c. The Chair can select another reviewer at any time during the DMR process.
- d. Any of the Vice-Chairs can select a designated reviewer in case of the absence of the Chair.
- e. Administrative amendments can be assigned to the Chair or any Vice Chair for review and approval.

**D. REFERENCES**

- a. Public Health Service. Policy on Humane Care and Use of Laboratory Animals IV, C, 2 (US Department of Health and Human Services, Washington, DC, 1986; amended 2002).
- b. IACUC SOPs:
  - i. 002 Amendments to Approved Protocols
  - ii. 003 Annual Review of Protocols
  - iii. 009 Protocol Submission Process
  - iv. 041 Designated Member Review after Full Committee Review