

Institutional Animal Care and Use Committee (IACUC) Consultation Request Form

The purpose of this form is to provide the IACUC with specific information about a request for a consultation with an IACUC staff member before submitting a new project or amendment for review. The consultation will involve a brief meeting, either in-person or via telephone/videoconference, with an IACUC staff member and is intended to take place prior to submitting the new project or amendment for review. During the consultation, IACUC staff will answer questions from the principal investigator (PI)/study team, as well as provide education and guidance (as needed). Consultations are always available upon request for any type of study but are not required.

Consultations are recommended for (but not limited to) the following types of topics prior to submission of a new study:

- 1st time submitting a study to the HSC IACUC
- Questions about adding key personnel to a study, trainings needed, and other personnel requirements
- Questions about existing or new study procedures/experiments/substances
- Guidance on number of animals requested, breeding or species

Who should attend the consultation?

- Principal Investigator
- Research team member(s) who will be responsible for the IACUC submission

To request a Consultation, please complete all sections of the form below, and submit the form (iacuc@unthsc.edu).

Note: Please DO NOT send your study protocol to the IACUC office when submitting this form! Protocols/Amendments will only undergo review by the IACUC once formally submitted in GRAMS.

Principal Investigator:

Contact Information to Schedule Consultation:

Name: _____ Position: _____

Telephone: _____ Institution/Department: _____

E-mail: _____ Best time to contact: _____

Reason for consult (check all that apply):

- 1st time submitting a study to the HSC IACUC
- Need to inquire about process for submitting an amendment to the IACUC
- Questions regarding IACUC forms
- Guidance/training on GRAMS
- Trainings that need completed for an initial study submission, or if adding new personnel onto a protocol
- Information about housing of animals and/or disposition of animals
- Information about breeding
- Guidance/information about total animal numbers for procedures

- Information about having a laboratory approved for animal use.
- Guidance on transferring animals between protocols
- Pharmaceutical vs. Non Pharmaceutical Grade Compounds
- Process for Reciprocity/Reliance Agreements
- Checklist of items needed specific to a project for a complete IACUC submission
- How to close out an IACUC protocol

- Other (please explain):

Please briefly expand on the issues/topics and questions you would like addressed during the consult (in follow-up to the items checked in the "Reason for Consult" section above).

If you have discussed this study/question with someone either within the IACUC office, or the Division of Research & Innovation (e.g., such as HSC NEXT or DLAM) please identify who you communicated with and the date (if available):

Please briefly describe the nature and purpose of your new study or the amendment being made to your current study:

Timeframe for consultation meeting?

- Urgent (JIT or grant deadline)
- In the next week
- In the next two weeks
- In the next month
- In the next two months