

Did I....? Commonly Overlooked Submission Details

There are many parts to an Animal Study Protocol, and supporting documents to include. Below is a list of items frequently missed by PIs when submitting a protocol, which can slow down the process toward approval:

Signatures

Did you sign your submission and have your chair and the animal facility manager sign it as well? This ensures appropriate resources are available.

Phone numbers

Do you have the correct contact information in the online ASP form and in Section N, Emergency Contacts? Your secondary contacts may provide critical guidance when/if you are not available, - please be sure we can get in touch with them.

Personnel Qualifications Form (PQF)

All key personnel listed on a protocol must have a corresponding (PQF). Note: the activities assigned to the individual on the PQF must match those identified in the ASP form.

Training Dates

Before a protocol can be approved, all named personnel named must have already completed the PI/Animal User training course, as well as any DES training specific to the protocol (e.g., BSL2 or 3, radiation safety, etc.). All personnel must also be enrolled in Occupational Health.

Animal Numbers not represented accurately in all places

Please make sure that your animal numbers add up correctly, and that the numbers in the pain categories on the ASP form match those in Section E.

Animal Numbers only represent one years worth of animals

A research protocol covers three years of a study. Please be sure that the number of animals is sufficient for all three years.

Pain Scoring Sheets

If you will have animals in category D or E, you need to provide a listing of humane endpoints, as well as a pain scoring sheet. The pain scoring sheet is a document that should be part of the daily husbandry check, and should be designed to document signs of pain and distress for specific animals housed in the facility. An example sheet is provided on the IRBnet site under Forms and Templates.

Poorly written or jargonistic Lay Summary, unidentified abbreviations

Please remember that the IACUC is comprised of faculty from a variety of backgrounds, both science and non-science. Please write a concise and clear Lay Summary and define all scientific abbreviations.

Did you click “submit?”

You'd be surprised how often PIs forget – the IACUC office can't see it until you do!