

# UAF IRBNet: IACUC Forms

## *Descriptions*

**FORM TYPES** - Two types of IACUC Project applications are now available: Research (100 series forms) and Teaching (200 series forms). Most research should be submitted on the Research Protocol (101); however, a Research Protocol Observation ONLY (100) version is now available. The Research forms should be used for faculty or graduate student initiated research or testing activities. The Teaching forms should be submitted for classes, workshops or other training activities that are not hypothesis driven. However, small scale student initiated research projects associated with a class should be included under a Teaching Protocol (201) using the Student Project (203) form.

**Research Projects** – Beginning 7/28/09 the forms below must be used for all submissions to the IACUC. All sections must be completed, although "Not Applicable" may be an acceptable response in some situations. The Protocol is intended to be an independent document; therefore, you may not refer to previous submissions or other documents not included in your IRBNet Project. You may refer to any supplemental forms (Personnel List, Surgery SOP, etc.) submitted as part of the project.

### Required Forms

*Research Protocol (101) or Research Protocol Observation ONLY (100)* - this form replaces the "Assurance Application" form. The form now gives you the option of describing each planned experiment separately; hopefully, this will make complex research designs easier for the IACUC, Veterinary Services and research staff to follow. Select "Protocol" as the document type in IRBNet.

*Research Personnel List* - this is a new form that replaces the personnel section of the "Assurance Application". Select "Other" as the document type in IRBNet.

Standard Operating Procedures (SOPs) – these are supplemental forms and should be submitted with a new application or as part of a modification request, as needed.

*SOP Surgery* - this form is to be used for all surgical procedures (survival and non-survival). Select "Other" as the document type in IRBNet.

*SOP Capture & Transport* - this form replaces the wildlife capture and transport sections of the "Assurance Application" form's Animal Use Procedures section. We've moved to this format because the IACUC typically has the same questions for every protocol involving the capture and/or transport of wild animals. Select "Other" as the document type in IRBNet.

*SOP Husbandry* - a Husbandry SOP is required for all animals held for more than 12 hours. The IACUC has approved Husbandry SOPs for species commonly held in UAF animal facilities (arctic ground squirrels, muskoxen, red-backed voles, caribou/reindeer, African clawed frogs, ducks, mice, rats and some freshwater fishes). Contact ORI to request a copy. You can request minor alterations in the Animal Use Procedures section #1 of the Research Protocol. If you need major changes to accommodate your research or testing activities, complete a new Husbandry SOP and submit it as part of your Research Protocol. Select "Other" as the document type in IRBNet.

### Other Forms

*Progress Report* - this form replaces the "Continuing Review" form. Progress Reports are due at least annually. The IRBNet system will send automated emails to everyone granted full access on a protocol 60, 30 and 7 days before the renewal deadline. Failure to submit the Progress Report

by the deadline will result in closure of your IACUC protocol. Select "Continuing Review/Progress Report" as the document type in IRBNet.

*Satellite Facility Designation* - complete this form only if animals will be held outside of a UAF animal facility (AFES, LARS, Irving I Animal Quarters, SFOS fish facility in AHRB, BiRD or the Biological Reserve) for more than 12 hours. Satellite facility designations are Protocol specific so you must attach this form to all Protocols that will be conducted in that location. Select "Other" as the document type in IRBNet.

**Teaching Projects** - Beginning 7/28/09 the forms below must be used beginning for all submissions to the IACUC. All sections must be completed, although "Not Applicable" may be an acceptable response in some situations. The Protocol is intended to be an independent document; therefore, you may not refer to previous submissions or other documents not included in your IRBNet Project. You may refer to any supplemental forms (Personnel List, Surgery SOP, etc.) submitted as part of the project.

#### Required Forms

*Teaching Protocol* - this form replaces the "Assurance Application" form. The form now gives you the option of describing each planned experiment separately; hopefully, this will make the protocol easier for the IACUC, Veterinary Services and teaching staff to follow. Select "Protocol" as the document type in IRBNet.

*Teaching Personnel & Class List* - this is a new form that replaces the personnel section of the "Assurance Application". Select "Other" as the document type in IRBNet.

Standard Operating Procedures (SOPs) – these are supplemental forms and should be submitted with a new application or as part of a modification request, as needed.

*Student Project* - this form must be submitted for each individual or small group student research project associated with the class. Observational research projects may be reviewed by the IACUC at any time, but research projects involving animal handling or manipulations must be discussed at a convened meeting so will require additional review time. Select "Study Plan" as the document type in IRBNet.

*Surgical SOP* - this form is to be used for all surgical procedures (survival and non-survival). It may be submitted with a new Protocol application or as part of a modification request. Select "Other" as the document type in IRBNet.

*Husbandry SOP* - a Husbandry SOP is required for all animals held for more than 12 hours. The IACUC has approved Husbandry SOPs for species commonly held in UAF animal facilities (arctic ground squirrels, muskoxen, red-backed voles, caribou/reindeer, African clawed frogs, ducks, mice, rats and some freshwater fishes). Contact ORI to request a copy. You can request minor alterations in the Animal Use Procedures section #1 of the Teaching Protocol. If you need major changes to accommodate your research or testing activities, complete a new Husbandry SOP and submit it as part of your Teaching Protocol. Select "Other" as the document type in IRBNet.

#### Other Forms

*Progress Report* - this form replaces the "Continuing Review" form. Progress Reports are due at least annually. The IRBNet system will send automated emails to everyone granted full access on a protocol 60, 30 and 7 days before the renewal deadline. Failure to submit the Progress Report by the deadline will result in closure of your IACUC protocol. Select "Continuing Review/Progress Report" as the document type in IRBNet.

*Satellite Facility Designation* - complete this form only if animals will be held outside of a UAF animal facility (AFES, LARS, Irving I Animal Quarters, SFOS fish facility in AHRB, BiRD or the Biological Reserve) for more than 12 hours. Satellite facility designations are Protocol specific so you must attach this form to all Protocols that will be conducted in that location. Select "Other" as the document type in IRBNet.

**Modification Requests** - there are no longer "Modification Request" forms. All changes to Research and Teaching Projects, that are on the new forms, should be made directly in the relevant document(s) and submitted through IRBNet as a new package (not as a new project or study). Please be sure to date and highlight choose "Amendment/Modification" as the document type.

### **Personnel Forms**

*Personnel Information Form* - All personnel working on an IACUC Assurance are required to submit this form. Each individual should submit their own PIF through IRBNet as a unique study (do not submit it as part of a Research or Teaching Protocol).

*Medical Questionnaire* - initially, this form should only be filled out at the direction of the Office of Research Integrity. However, if you have already been assigned to risk category 2 or 3 and have had a significant change in your health status you may fill out this form at any time. Send this form directly to the contract health care provider by fax or regular mail; do NOT send it to the Office of Research Integrity.

### **Quality Improvement Program (QIP) Forms**

*QIP Report* - this form may be submitted by anyone with concerns about animal care and use, specific IACUC protocols, occupational health & safety or other issues related to the UAF Animal Facilities.

*QIP Assessment Checklist* - this form will be completed by the Sr. Research Compliance Officer as part of periodic assessments of research programs utilizing live vertebrates.

### **UAF Animal Facilities**

*Space Request Form* - Use this form to request space within the Irving I or Biological Research & Diagnostics Building animal facilities. Send the completed form to the Animal Quarters Supervisor.