Guidelines for Submission of Proposed Changes to Animal Care and Use Protocols

Any proposed changes to approved Animal Care and Use Protocols (ACUPs) must be submitted to the Animal Welfare Committee (IACUC). Changes cannot be implemented until approval is granted by the IACUC.

Requests to add personnel must describe the individual's role in the project and must include documentation of lab training and recent health surveillance. The Request to Add Personnel form has been created for this purpose and may be downloaded from the Animal Welfare Committee webpage.

Requests for approval to revise an animal protocol must be submitted in writing to the IACUC Coordinator and must be signed by the principal investigator. The request should include a description of all proposed change(s) in detail. The following questions should be used as a guide for formulating your revision request.

What is being done?

- Provide a very brief overview of the project in general to assist the reviewers.

Why is this change requested?

- What is the purpose or rationale for this protocol amendment?
- Have difficulties been experienced in the conduct of the approved protocol that prompted this change? If so, what has been learned and what will be done to alleviate future problems?

How will the revised protocol differ from the approved project?

- Will different people use the animals? If personnel have changed, their qualifications (e.g. education, training, and experience) must be documented.
- Will the species, sex or strain of animal change?
- Will there be special housing requirements (e.g., nude suite, quarantine facility, special caging, special diet)
- Will more animals be needed? If so, justification for the increase number must be provided.
- Will additional minor surgical procedures or sampling of body fluids or tissues occur?
- Are animals expected to experience more clinical illness, pain, or distress as a result of the procedures proposed? How will animal pain or distress from this new procedure be minimized? Are there alternatives to the use of animals in painful/distressful procedures? If proposed change(s) add procedures that have potential to cause animal pain or distress, then a description of methods and sources used to search for alternatives to these procedures is required.
- Will there be a change in the methods of anesthesia, analgesia, or euthanasia?
- Will prolonged restraint of conscious animals be required?
- Will new hazardous agents be used?
- Will the surgical plans change (minor to major, multiple survival surgery, additional procedures during the planed anesthesia session)?
- Does the revision add new procedures involving the animals? Such changes must be described with the same level of detail as is required in a new protocol.
- Has the endpoint or conditions for ending the experiment changed?

Amendment requests will be received and processed by the Coordinator. Summaries of the proposed change(s) will be forwarded to all IACUC members, who will have 7 days to request additional information. If no member requests full board review, then the amendment will be reviewed by the Executive Committee.

Please Note:

The IACUC may require a de novo application if multiple changes to an approved protocol are requested.