Instructions For
PROTOCOL REVIEW FORM FOR ANIMAL CARE AND USE

The Institutional Animal Care and Use Committee (IACUC) is charged with oversight of animal use at Eastern Washington University to ensure compliance with federal regulations protecting the welfare of animals. A major function of the IACUC is to review teaching or research protocols and, where appropriate, recommend protocol modifications to improve the welfare of the animals. IACUC review is required for all laboratory projects using mammals or birds and for all field projects using mammals or birds which involve invasive procedures, harm the animals, or materially alter the animals' behavior. IACUC approval is required before any such project may begin.

This "Protocol Review Form For Animal Care and Use" is designed to provide sufficient information to allow for a meaningful review of proposed animal use. Please provide all requested information, being explicit but brief with details, explanations, and justifications. Be advised that these documents are public records under the state's Public Disclosure Act (RCW 42.17.250-340) and must be released upon request.

Projects will be reviewed and the appropriate faculty member notified of the committee's decision within 10 days of submitting the Protocol Review Form, if it is submitted during an academic quarter. (If it is submitted during a university break, the committee’s response may take longer.) Projects not approved in the initial review process will be re-reviewed upon modification of the protocol to address concerns expressed by the committee. It is advised that applicants discuss any problems concerning the original application with Dr. Carlberg before re-submitting it to the committee. Revised protocols also will be reviewed within 10 days of submission.

Annual review is required for teaching projects which are repeated yearly and for research projects which last more than one year. Changes to a protocol require an additional review by the committee before they may be implemented. To obtain review of a protocol change, submit a Change to Protocol Review Form to the IACUC.

Project applications are reviewed by the following IACUC members:
Karen A. Carlberg, Ph.D., Chair (Biology)
Dru Choker, D.V.M. (Veterinarian)
Thomas V. Hancock, Ph.D. (Biology)
Margaret A. O’Connell, Ph.D. (Biology)
Douglass Pineo (Community Representative)
Diane M. Schmitz (Grants and Research Development)
Protocol Review Forms must be signed by the responsible faculty member and by the department chair. They may be submitted either electronically or by mail. For electronic submission, send the completed form to mdoutre@mail.ewu.edu and mail page 1, with original signatures, to Shelly Doutre, IACUC Program Coordinator, Grant and Research Development, 210 SHW, Eastern Washington University, Cheney, WA 99004. For mail submission, send the original and seven copies to Shelly Doutre.

For further information regarding the Institutional Animal Care and Use Committee review contact Dr. Carlberg at 359-2388 or Dr. Choker at 953-4090.
PROTOCOL REVIEW FORM FOR ANIMAL CARE AND USE

Project title: ____________________________________________________________

Faculty instructor/supervisor/investigator(s): ________________________________

Project type:  _____ Classroom activity    If yes, specify course:
                _____ Student research for a class    If yes, specify course:
                _____ Master’s Thesis research
                _____ Faculty research
                _____ Other, please specify:

Student investigator(s): ________________________________________________

Project dates: From ________________ to ________________

Is this a grant proposal?   Yes/No    Funding agency: ______________________________

Does the grant proposal include funds for the animal facility?   Yes/No

Has this project been reviewed by IACUC before?   Yes/No    Date of review: ___________

Person to contact for additional technical information:

Name ____________________    Phone __________    E-mail ____________________

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Faculty Signature:

I, the responsible faculty member, assure that this project will be conducted in accordance with this protocol, and that proposed changes to the procedure will be submitted to the IACUC for review before implementation. To the best of my knowledge this project does not unnecessarily duplicate previous work.

Faculty ________________________________    Date ___________

Approval Signatures:

Department Chair ____________________________    Date ___________

IACUC Approval ____________________________    Date ___________

(Dru Choker, D.V.M.)

Subject to the following conditions:
Purpose of the project:

Species, ages, gender, and numbers of animals:

Describe and justify all the procedures and techniques to be done with animals. (Be complete. For example, if blood samples are to be taken, include technique, volume, and frequency. Explain why the methods are necessary to achieve the goals of the project. Use language and descriptions that are understandable to nonscientists.)
Do the procedures subject animals to more than momentary pain or distress (i.e. more than a needle stick)?  Yes/No

If yes, how will pain or distress be monitored and alleviated?

If the pain cannot be alleviated, either during or after the procedures, provide a description of the methods and sources used to determine that there are no alternatives to these procedures. This is required only for animals covered by the USDA, including warmblooded animals except rats, mice and birds. See Supplement to Instructions For PROTOCOL REVIEW FORM FOR ANIMAL CARE AND USE. Attach an addendum describing the search for alternatives to this Protocol Review Form.

Describe euthanasia methods:

Will animals be used outside the EWU Science Building?  If yes, describe plans for their care.

List all individuals involved in this project:

Provide a statement about the qualifications of all project personnel. If personnel are not adequately trained, explain your plan for training them.

Are there human safety hazards?  These might include such things as inhalant anesthetics or infectious organisms. If human safety hazards exist, explain what they are and how safety will be ensured.