Loyola University Chicago
Comparative Medicine Facility

Standard Operating Procedure

SOP Number: **02-18-5876**
Service: **Research**
Operating Section: **IACUC**
Unit: **LUC/HSD**
Title: **Review of Animal Use Protocols**

Purpose:
To describe the process for IACUC submission and proposal review.

Procedure:

Frequency of meetings: The IACUC meets monthly, generally the second Tuesday of each month, although the Chair may call special and/or subcommittee meetings as needed. Special circumstances, including lack of a quorum may force cancellation of a single meeting; however the subsequent meeting must be held within 32 days.

Review of proposed studies:

1) Investigators submitting any new protocol must use the Research Portal. The entire protocol consists of the ACORP, all the appropriate appendices, and a completed and signed routing form (the electronic signatures on the routing form should be less than one year old). Protocols will be reviewed at the next scheduled IACUC meeting.

2) Protocol submission deadline is the last Tuesday of each month.

3) The IACUC Chair assigns a primary and secondary reviewer.

4) All protocols received are listed on the agenda for discussion and are available to all IACUC members on the Research Portal for review. If the PI is a member of the IACUC, he/she has no access to internal discussions on their own protocols. All IACUC members are provided the opportunity to put their comments into the internal discussion section of each protocol. The primary and the secondary reviewers present these comments and recommendations for committee action; veterinary staff is requested to comment on issues directly relating to animal health, drug dosages, and possible morbidity.

5) All surgical protocols must be pre-reviewed. Investigators wishing to have their protocols **pre-reviewed** must print a copy prior to electronic submission and bring it to the veterinarian by the 2'' Tuesday of each month so that the committee submission deadline can be met.

6) It is imperative that any and all protocol communications be entered into the internal discussion section of the Research Portal.

7) Formal action taken by the IACUC (with quorum present), will be one of the following:

    a) **Full approval-** the IACUC Office will issue a project design approval number (P/D#)

b) **Clarifications/Modifications required-** if the IACUC votes for any changes or clarifications to be made to the submission, the protocol is unlocked to the investigator so changes can be made. There can be two actions in this category.
    i) Response to Clarifications/Modifications required must be brought back to the full IACUC at the next scheduled meeting.
    ii) Response to Clarifications/Modifications required can be reviewed by the primary and secondary reviewers who may recommend approval. Only the action taken comes back to the full committee for information.

c) **Tabled** – IACUC protocols requiring extensive modifications will be tabled. The investigator is notified of the problems encountered, and instructed to totally revise the submission as per committee memo. The protocol will be unlocked so the PI can make changes. It will be discussed and reviewed at the next full committee as a new submission.

d) **Disapproved** -These are protocols that are deemed to contain insufficient information for review and/or procedures that may place the institution at compliance risk. Investigators are notified that the protocol must be re-written preferably with the personal assistance of an IACUC member, the veterinarian and departmental chair, and submitted anew.

8) Monitoring Approved Protocols

a) Annual review
b) Incident Report
c) Addenda

Comments:
None.

APPROVALS

Responsible Official			Date
QA Signature			Date
Version	**Effective Date**	**Supersedes**	**Original Date**
#2		#1	10/20/09