

## **GUIDELINES FOR SUBMITTING A REQUEST FOR MODIFICATIONS OF A PREVIOUSLY APPROVED IACUC ANIMAL CARE AND USE APPLICATION**

*Changes in the research or teaching activities that have an impact on the care and use of animals, should not be initiated without prior approval from the IACUC. The researcher/instructor is responsible for submitting a request for approval of modification(s) prior to implementation.*

*Examples of proposed modifications that require prior approval include the following: (a) change in venue; (b) change in principal investigator; (c) change in number the of animals or species; (d) modification(s) of experimental procedures such as type of drug to be administered or method of euthanasia to be used.*

*A new IACUC animal care and use application is required for each successive application that is submitted to a different funding source, even though the research may have identical objectives, procedures, and species of animals, which have already been approved by the IACUC.*

*Similarly, if a new research project or a new course is being offered (i.e., one having a new title or different Principal Investigator), a new IACUC animal care and use application must be submitted even if the procedures or the species to be used are identical to those included in a previously approved protocol.*

### ***Instructions for submitting a request for approval of proposed modification(s) are provided below:***

*The request for approval of modifications should be detailed in an addendum signed by the Principal Investigator whose name appears on the originally approved IACUC animal care and use application. One (1) original and four (4) copies-- must be submitted to the IACUC Office, Room 215, Annex II.*

### ***The addendum must include the following:***

- § *The Title and IACUC number of the protocol to be modified;*
- § *A complete description of the nature of the changes. The modification(s) must be discussed in detail including reference to specific items in the original IACUC application that are to be changed. **Please cite page numbers where the information can be located and or substituted in the original IACUC animal care and use application.***

§ *The researcher/ instructor should clarify whether the proposed modification(s) is/are in Aaddition to@ or Ain lieu of@ the procedures as previously approved (e.g., if the original application involved cats and the proposed modification involves dogs, will cats also continue to be studied?).*

§ *Enclose with the addendum one copy of the current IACUC- approved protocol (i.e., IACUC application form and any previously approved modification in the project/course). If the request involves submission of a grant proposal to a funding agency, five (5) copies of the grant proposal must be attached to the addendum.*

*In summary, the request for approval of modification(s) should include five (5) copies of the addendum containing the information listed above, one (1) copy of the currently approved IACUC protocol and, if applicable, five (5) copies of the grant proposal. Submit the request to the IACUC Office, Annex II, Room 215.*

***PLEASE NOTE: THE INFORMATION REQUESTED IS REQUIRED, TO ENSURE THAT THE PROTOCOL IS IN COMPLIANCE WITH FEDERAL REGULATIONS AND UNIVERSITY POLICIES AND PROCEDURES. CONSEQUENTLY, FAILURE TO INCLUDE THE INFORMATION REQUESTED OR THE APPROPRIATE NUMBER OF COPIES MAY RESULT IN A DELAY OF OBTAINING IACUC APPROVAL.***