

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE: REVIEW STEP BY STEP TIMELINE FOR NEW PROJECTS

PI

IACUC

**At least two weeks
before first Tuesday**

Complete ALL on-line animal care training at cititprogram.org. Upon the receipt of user's credentials from e-Protocol, the investigator will start electronic protocol submission. Investigator must register for Occupational Health and IBC

Participants who will have contact with animals must complete on-line training and register before the vet consult in the next step can be completed.

Complete investigator e-Protocol submission. Save and submit protocol to the IACUC RRA as a new protocol submission.

IACUC staff reviews your PRF for completeness and either contacts you for changes or transmits application to vet for next step.

Investigator's application will be reviewed electronically. The investigator will receive an e-Protocol generated notification. If a project involves biological or chemical hazards, Institutional Biosafety Committee additional electronic review is required.

Vet must approve before IACUC will review it. Dialog between investigator and vet continues until vet approve the PRF, signs, and returns to RRA.

By first Tuesday

Due to Biological and Chemical Safety an investigator's protocol may require multiple reviews. Reviews may occur simultaneously.

**By second
Tuesday**

RRA assigns designated reviewer to all protocol; circulates list of all protocols and reviewers for the month to all IACUC members.

IACUC anticipates that nearly all projects will be reviewed by Designated Reviewer rather than the full IACUC

By third Tuesday

The RRA will schedule any protocol for full committee review prior to monthly meeting as needed.

Investigators will receive e-Protocol generated notification. The RRA will facilitate communication between reviewers and investigators

Dialog between Investigator and your Designated Reviewer/ RRA continue until your project is approved in e Protocol

Fourth Tuesday

The IACUC meets and reviews protocols. Following the meeting each PI will receive a electronic and printable approval letter.

Meharry Medical College Investigators, please adhere to this process, failure to adhere will terminate your animal protocol.