EQUIP is a catalogue of well-articulated, commonly asked protocol questions.

Protocol Review Challenges
- Inconsistent protocol reviews occur
- Articulating review questions is challenging
- Protocol reviews are frustrating and time-consuming
- Reviewers have diverse backgrounds, differing perspectives and varied priorities leading to review question discord

Fig 1

EQUIP Benefits
- Teaching/training tool for new and seasoned reviewers
- Improved customer and reviewer satisfaction
- Assess question frequency to facilitate protocol refinement
- Enhance question clarity
- Reduce review and protocol approval times

Fig 2

EQUIP Example Questions Used in Protocols

P1. Scientific Strategy
- Scientific Objectives
  - Scientific Objectives
  - Animal Use Benefiting Society
- Animal Use Benefiting Society
  - Please clarify how the objectives discussed in the first question help you achieve the benefits you anticipate here.
  - Please simplify this answer for the lay reader (high school student) by avoiding or defining scientific and medical terminology such as, but not limited to...

P2. Funding
- Grant/Protocol Congruency
  - When conducting a review for protocol/grant congruency, as required by NIH, it was noted that the grant pages describe experimental procedures that are not included in this protocol. Clarify, and as applicable, amend protocol to ensure that all species, substances and procedures planned as part of this new grant/funding source are included in this protocol.

C1. Personnel
- Occupational Health
  - Employees that work with animals are required by Vanderbilt to complete an annual allergen questionnaire with Vanderbilt Occupational Wellness (https://www.vumc.org/wellness/news). Please visit Vandy Health to complete the questionnaire:
  - Please visit Vanderbilt Immunology and Allergy website to complete the allergen questionnaire.
  - Students that work with animals are required to complete an annual allergen questionnaire.
- Training
  - All researchers working with laboratory animals complete a 10-week laboratory animal care course (i.e., complete ALL courses under each species training if working with more than one species).
  - Visit this website to take the necessary training: https://www.vumc.org/acup/iacuc/training/required_training

Future Directions
- Implement EQUIP program-wide to all reviewers by summer 2019
- Obtain metrics on reviewer and customer satisfaction
- Improve review question consistency and review process via EQUIP

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