Helpful Tips for Getting Your Protocol Approved Quickly

1. Read and follow the suggestions in the "help" sections that are provided on the form.
2. Read the entire application form first and think about how you will answer each question. This will give you an idea of where to be general and where to be specific when similar information is requested.
3. Fill out the form as if you are talking to a lay audience. IACUC members have basic scientific knowledge, but they don't all share the same areas of scientific expertise.
4. Proofread to assure accuracy and consistency between sections.
5. Verify that your animal numbers are well-justified and that the animal numbers make sense to the reader.
6. Make sure all Personnel Qualifications Forms are submitted.
7. Make sure all funding information is completely filled out.
8. Clarify who performs each of the procedures listed in the protocol, including monitoring and breeding.
9. Make sure that non-pertinent information (such as that cut-and-pasted from a grant about non-animal work) is deleted.
10. Identify potential pain and distress, list clinical signs that will be monitored, describe how pain or distress will be addressed.
11. Make sure that every room where animals may be transported, held, or manipulated is listed on the application.
12. Make sure that every applicable text field is filled out; use "not applicable" rather than leave the field blank.
13. Be as specific as possible on the application form. Vague descriptions of experiments usually lead to prolonged correspondence with the IACUC and delays in approval.
14. If any of your animals are placed in the Pain and Distress Category "E", consult with an Animal Care Program veterinarian in the planning of your protocol. Veterinary consultation up front will save time during the review process.
15. Make sure that all personnel listed on the protocol, including the Principal Investigator, have completed the Orientation to Animal Research at UCSD.
16. Do a search of published scientific literature for (a) alternatives to animal use; (b) alternatives to painful procedures in live animals, and (c) duplication of previously-conducted research.
17. Ensure that all surgical and non-surgical procedures to be performed on live animals are thoroughly explained.
18. Make sure that potential for pain, distress and discomfort has been addressed, and that use of palliative therapy such as analgesics and anesthesia has been considered and will be used as needed unless a strong scientific justification has been provided for withholding it.
19. Make sure that all experimental and therapeutic agents to be used in live animals have been listed in the application.
20. If the protocol involves any special circumstances such as Category E procedures (painful procedures performed without analgesics or anesthesia), severe morbidity or death as the endpoint, make sure that strong scientific justification has been provided.
21. Any deviations from The Guide for the Care and Use of Laboratory Animals (e.g., wire-
bottom caging, food/water restrictions, housing of more than the recommended number of animals per cage, etc.) must be carefully justified.

22.  If research will take place at another institution, evidence of that institution’s IACUC review and approval must be or will be obtained for OCGA & AWP.

23.  If research will be funded by an external sponsor (grant, contract, or gift), the appropriate approvals must be obtained from OCGA and COI.

24.  Make sure all other applicable approvals have been obtained or are in process - BUA, RUA, IRB, IBC, etc...

25.  Call the Animal Welfare Program at 534-6069 to ask for help on any question you don’t fully understand.