Sample

INVESTIGATION OF COMPLAINTS and
SUSPENSION OR TERMINATION OF APPROVED RESEARCH
CHECKLIST

1. IACUC Policy Memorandum A-02 the IACUC has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IACUC’s requirements or if there is a question concerning improper or inhumane care of animals.

2. Complaints must be reported immediately to the IACUC Chair or the Alternate Chair. The IACUC Chair, the Alternate Chair, or the full Committee must determine if there is sufficient cause to proceed with an investigation.

3. If animals were adversely impacted or if there was a significant departure from an approved protocol, the IACUC Chair, the Alternate Chair, the IACUC, or an investigative committee appointed by the IACUC Chair must investigate the complaint within 3 working days.

| Mistreatment: Wrongful or abusive physical or psychological treatment of an animal |
| Noncompliance: Not following an approved procedure or policy; failure to follow terms and conditions of an approved protocol, housing animals in unapproved facilities, or beginning research projects without IACUC approval. |

4. Before an investigation takes place, all persons involved and the alleged violator must be informed of the purpose, confidentiality issues, and the intended procedures of the investigation.

5. The alleged violator must be given an opportunity to respond to the allegation.

6. The results of the investigation must be presented as a written report to the IACUC with recommendations for action. After full review and discussion by Committee members, the recommendations are voted on. Suspension of a research study must be approved by a majority vote of a quorum of Committee members.

7. Recommendations and resolutions of the complaint must be recorded in the IACUC meeting minutes.

8. The Institutional Official must be informed in writing of the violation, the findings of the investigation, and the actions that will be taken.

9. A Protocol Compliance Monitor may be appointed to the protocol in question by a memorandum signed by the Institutional Official for a period of 18 months.

10. Continued noncompliance must be reported to the Institutional Official.