

Instructions for the Application for Use of Animal Subjects

Cover Sheet

Please give all requested information. The completed protocol should be submitted electronically as an email attachment to betty.morgan@usm.edu, the IACUC Administrative Assistant, although a quick electronic review of a draft by the IACUC chair is encouraged and can often spot potential problems prior to formal submission. One hardcopy of the completed protocol with **all** original signatures, not just those required on the cover page, should be submitted to her as well at Betty Ann Morgan, The University of Southern Mississippi, 118 College Drive #5147, Hattiesburg, MS 39406-0001. *The IACUC meets on the second Thursday of each month and a 10 day lead time is requested.*

Funding information provided on the form is used by the IACUC to generate verification of approval letters for funding agencies. If the "Application for Use of Animal Subjects" form is associated with a grant, the title(s) provided in Section I should be the same as the title(s) used on the grant application. In addition, the project duration dates provided in Section I should correlate with the grant duration dates. All addendums/modifications should reflect the grant duration dates as well. The duration dates for studies that are not funded by outside agencies must not exceed three years.

Section I - Assurance Statements

The IACUC will not accept investigator/Chair signatures signed by the administrative staff or by graduate students. All principal investigators, co-investigators, research associates, and Department Chairs must personally sign the assurance statements and accept responsibility for compliance.

Section II - Nontechnical (Lay) Summary of Project

The lay statement requested on the "Application for Use of Animal Subjects" form is important as a means of explaining the value of research using animals and as such should be a statement explaining the project that a non-scientific evaluator could understand without difficulty. The non-scientist members of the IACUC depend upon this statement for an overview of the work proposed. Scientist members unfamiliar with your research field also rely on this information to understand the goals of the project. Furthermore, this statement is provided to representatives of regulatory agencies concerned with animal use or is released in response to requests made under open records laws.

The lay statement should be written so that it clearly describes the potential benefits to be derived from the work. All approved research or training using animals must be of benefit to humans and/or animals. This assertion is obvious for clinical or applied studies, but it also holds for studies currently considered basic research.

The importance of the animals in this work should be clear. Statements should be as succinct as possible and should use terms non-scientist can understand. When writing this lay statement: (1)

avoid technical jargon; (2) explain any technical terms you must use; (3) keep words, sentences, and paragraphs short; (4) use examples; (5) explain how you arrived at your conclusions; and (6) explain what species will be used and how.

Please do not copy and paste summaries from grant applications into this portion of the form.

Section III - Justification for Use of Animals

The information provided in this section of the form should clarify (1) why animals, in general, must be used to accomplish your goals and (2) why the species chosen for the project is the one most suitable to accomplish your goal. *This is not a trivial request since this is the most common question we are asked by animal rights groups.* The results of a current (within the past **six months**) literature search via PubMed, and/or some other database, must be included. The date of the searches, the years covered, the databases used, and the key words used must be included. The IACUC has decided that a 2-3 sentence informative summary of the literature search results is sufficient and a listing of the actual literature references is not required. If the PI wants to include a recent key reference supporting the summary that is optional but not required. In the summary of search results, please include a statement describing alternatives-related methods, procedures, or models, or if none found, and how you will or will not use these in the protocol.

If multiple species are to be used, simply put "see attached" in the species blank and append a listing of species and their attributes (gender, age, size).

Section IV - Number of Animals to be Used per Year

You must explain how you estimated the number of animals to be used for the project. In the table in Section IV, you are requested to enter the number of animals to be used per year by procedure category. The IACUC is required to review the entire duration of the animal use project. For example, if your application is associated with a "three year" grant, you must describe the animal use for all three years and list the numbers of animals to be used for **each year** of the project. List the animals to be used only in the highest pain and distress category to which they will be subjected. Dissection after euthanasia is not considered surgery. If you have questions about which category you should choose for your particular protocol, especially if you have a category 3 entry, please contact the chair of the IACUC for assistance.

Section V - Experimental Procedures

A narrative summary or flow diagram is a very important part of the submission. No specific format is necessary and each investigator may tailor it to the needs of his/her experiment.

Section VI - Animal Disposition

The AVMA has guidelines that are to be followed for euthanizing a variety of animal species. The methods that are acceptable to the AVMA and that are possible with the personnel available are given in the form. *Departures from these methods must be requested in writing with a clear description of the method to be employed.* If a researcher other than the facility supervisor

desires to be the one to euthanize an animal held in a facility, then a written request with detailed information for why the researcher should be allowed to do this and how the death of the animal(s) will be confirmed must accompany this form upon submission. Field collection protocols are obvious exceptions to this.

Section VII - Facilities for Animal Use

The facility that will be used for housing any animals must be included in order to ensure that housing is appropriate for the animals to be used in the proposed research. Investigators should speak with the supervisor of the appropriate animal facility to ensure that space is or will be available for the animals in the proposed research protocol **before** they submit their IACUC protocols for review. IACUC approval of the protocol does not guarantee space/housing availability.

IMPORTANT NOTE: IACUC protocols proposing research at a remote, i.e. nonUSM, facility **MUST** provide a letter from an authorized official at the facility a) granting permission for the research, b) providing the PHS Assurance of Compliance number for the facility or organization, and c) giving the date of the last USDA inspection of the facility and name of the inspector. A copy of the last inspection report or other documentation of animal care and use would be helpful, though not absolutely necessary.

If a USM researcher is doing research at another facility overseen by a non-USM IACUC, then the protocol is under that facilities' IACUC venue and needs its approval. The USM IACUC will simply need a copy of the approved protocol and approval letter.

Section VIII - Animal Medical Emergencies

Copies of this information will be provided to the Animal Facility Manager and attending veterinarian for use in an emergency. The IACUC chair will also have this information on file as part of the disaster plan for the animal facility.

Appendices – Include all appropriate appendices, but do not include blank appendices.

Protocol Modifications – Once a protocol is approved, any desired modifications should be submitted to the IACUC using the Protocol Modification form.