

POLICY REGARDING ADMINISTRATIVE REVIEW OF PROTOCOL AMENDMENTS

PURPOSE:

This document serves to outline instances in which the IACUC may administratively issue amendments to existing IACUC-approved animal use protocols.

POLICY:

According to the NIH/OLAW Notice NOT-OD-03-046, it is stated that “IACUCs may, by institutional policy, classify certain proposed additions or changes in personnel, other than Principal Investigator, as ‘minor’ provided an appropriate administrative mechanism is in place to ensure that all such personnel are appropriately identified, adequately trained and qualified, enrolled in applicable occupational health and safety programs, and meet other criteria as required by the IACUC.”

Given the above statement, the Liberty University IACUC has established that certain minor changes may be approved administratively, without the need for Full Committee Review or Designated Member Review. Any such changes must be done so using the Protocol Amendment Form. Completed forms shall be submitted to iacuc@liberty.edu.

CHANGES THAT MAY BE APPROVED ADMINISTRATIVELY INCLUDE:

- Changes in personnel other than the Principal Investigator (PI)
- Changes in previously approved animal numbers as a result of technical, vivarium, or vendor related issues
 - Additions are limited to $\leq 10\%$ of the originally approved number
- Changes in procedures that occur after euthanasia

THE FOLLOWING PERSONS ARE QUALIFIED TO MAKE ADMINISTRATIVE APPROVALS:

- IACUC Chair
- IACUC Administrator
- Attending Veterinarian
- An IACUC Member designated by the IACUC Chair

ACCORDING TO NIH/OLAW, CHANGES THAT DO NOT QUALIFY FOR ADMINISTRATIVE APPROVAL INCLUDE*:

- Changes in study objectives
- Changes in the degree of invasiveness of a procedure or discomfort to an animal
- Changes in species or in approximate number of animals used
- Changes in anesthetic agents
- Use of withholding of analgesics or methods of euthanasia
- Changes in duration, frequency, or number of procedures performed on an animal