

I am planning research that involves vertebrate animals

Is the work a collaboration?

YES

Complete [Inter-institutional Agreement](#)

NO

Begin protocol preparation

Personnel working on research are trained and part of the occupational health program

NO

Complete [CITI courses](#)  
Enroll in [Animal Contact Program](#)

YES

Related approvals acquired or in review

NO

[Biological & Chemical Materials,](#)  
[Pharmaceuticals & Controlled Substances,](#)  
[Radioactive Materials](#)

YES

Protocol includes ALL of the following details:  
-Rationale & purpose of animal use  
-Clear description of animal procedures  
-Consideration of alternatives, the 3 Rs  
-Justification of animal numbers  
-Unnecessary duplication of experiments  
-Housing & husbandry  
-Impact of procedures on animal well-being  
-Appropriate sedation, analgesia, anesthesia  
-Conduct of surgical procedures  
-Postprocedural care and observation  
-Description & rationale for endpoints  
-Criteria for removal of animals from study  
-Disposition of animals, euthanasia methods  
-Training & experience, personnel roles  
-Hazards, safe environment

NO

[Standard Operating Procedures](#)  
[Additional Resources](#)

YES

Submit for pre-review

Sent to IACUC for review

Returned for completion

Designated Member Review (DMR) if Full Committee Review is not requested

Approval issued to PI,  
PI maintains protocol

PI notified of required  
modifications

Submit [changes to protocol](#) (species, personnel, procedures, etc.)

Submit [annual renewal report](#) before 1st and 2nd anniversaries (link)

Submit [NEW protocol](#) before 3rd anniversary (link)