



What You Need to Know About IACUC Approved Research

The DU Animal Program welcomes you to our campus! Below are the steps for submitting a new research proposal to the IACUC. Please direct questions to the Office of Research Integrity & Education at 303-871-2121.

STEP 1: Register in IRBNet

DU utilizes an electronic submission system called IRBNet (IRBNet.org) to process and manage research proposals from the research community. IRBNet provides a method to submit and store research documents, manage revisions, track, and retrieve research correspondence and documents.

Within IRBNet, a library of DU-specific forms, checklists and templates are available for your use while developing or submitting IACUC applications (refer to Step 2).

If you need assistance navigating through the IRBNet system, please refer to the [IRBNet User's Guide](#), contact the Office of Research Integrity & Education at: IACUC@du.edu to schedule a quick demo, or call us at 303-871-2121.

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STEP 2: Select the appropriate forms & templates for your research protocol

[Section A: Main IACUC Protocol Template](#)

[Section F: PI Agreement](#)

[Section G: Personnel Qualifications Form](#)

[Section H: Hazardous Agents](#)

[Section I: Survival Surgery](#)

[Section J: Non-Survival Surgery](#)

[Section K: Non-Surgical Procedures](#)

[Section L: Field Studies](#)

[Section M: Breeding Colony](#)

[Section N: PI Managed Animal Holding Facility](#)

[Section O: PI Managed Holding Facility Aquatic - Reptile Species](#)

[Section P: Exemption from Animal Welfare Standards \(Amendment\)](#)

[Section Q: Exemption from Animal Welfare Standards \(New Protocol\)](#)





STEP 3: Training for Animal Use Activities

DU requires all individuals responsible for or working with animals to complete specific on-line training modules. Mandatory training includes PIs and personnel conducting research involving animals. Training modules must be completed before IACUC approval will be granted to authorize animal work.

Training modules are available for DU faculty, staff and students through the Collaborative Institutional Training Initiative (CITI) (www.citiprogram.org). In addition to the CITI modules, lab training is required through DU's Environmental Health & Safety Department.

Animal Care & Use Course

- Working with the IACUC (Required every 4 years for all investigators)
- Bloodborne Pathogens (required annually for individuals handling blood)

Animal-Specific Courses (depending upon animal work): (required every 4 years)

- Working with Mice in Research Settings
- Working with Rats in Research Settings
- Working with Zebrafish (Danio rerio) in Research Settings
- Working with Fish in Research Settings
- Reducing Pain and Distress in Laboratory Mice and Rats



If a PI receives NIH or NSF funding, the Responsible Conduct of Research (RCR) training module through CITI must be completed every 4 years.

Laboratory Safety Training (required annually)

- Contact the Office of Environmental Health & Safety at 303-871-7501 to arrange this training.



STEP 4: Animal Handler's Clearance

All investigators and research staff who will work with animals must complete the [Occupational Health Review Form](#) PRIOR to beginning any work on a IACUC protocol. Submit the form to the DU IACUC Office at IACUC@du.edu. Please allow 10 business days for review and processing.

STEP 5: Post-Approval Monitoring (PAM)

Continuing IACUC oversight of animal activities is required by federal laws, granting agency regulations, and accreditation policies. PAM will occur after IACUC approval. The goal of PAM is to document animal well-being and protocol compliance. PAM consists of:

- ⇒ **Laboratory Safety Inspections:** Lab safety inspections are coordinated & conducted by EHS and occur annually.
- ⇒ **PAM Meetings:** Each year, The IACUC Administrator will schedule a PAM meeting during the anniversary month of the protocol's approval.
- ⇒ **Triennial Review:** Federal regulations require a triennial review of animal activities. DU fulfills this requirement by requiring a new protocol application every three years.
- ⇒ **Animal Facility Inspections:** Federal regulations require animal care and use area inspections at least every 6 months. The PI is expected to participate in reviews of laboratory spaces.
- ⇒ **Procedural Reviews:** The IACUC may require observation of procedures in progress, review of research records, or reviews of training records.

STEP 6: Other PI Requirements

- ⇒ **Amendments:** Any modifications to the approved procedures must be approved by the IACUC prior to the implementation.
- ⇒ **Self-Reporting of Unanticipated Problems/Protocol Deviations:** Report unanticipated outcomes or protocol deviations to the IACUC.

RESOURCE

Office of Laboratory Animal Welfare (OLAW) - NIH
<http://grants.nih.gov/grants/olaw/olaw.htm>