

Institutional Animal Care and Use Committee (IACUC) Pre-Approval Checklist

The University of Denver requires all individuals to complete mandatory training who are investigators conducting research involving animals. These training modules must be completed before IACUC approval will be issued for a new project or before new personnel are added to a protocol.

Through the Collaborative Institutional Training Initiative (CITI) Program (www.citiprogram.org), training modules are available for DU faculty, staff and students who are an investigator or key personnel working with animals. This training is also required to gain Vivarium Access.

Prior to working with animals, you must complete the following requirements. (This form can be used as a personal checklist. It is not required to be submitted as part of your IRBNet package.)

CITI Course Requirements	
Working with the IACUC	
Laboratory Safety Training	
Animal-Specific Courses (These additional courses will be required depending on the animals involved in the research): <ul style="list-style-type: none"> • Working with Mice in Research Settings • Working with Rats in Research Settings • Working with Fish in Research Settings • Working with Zebrafish (Danio rerio) in Research Settings • Minimizing Pain and Distress- if studies have the potential to cause "more than momentary pain and distress" 	
ELECTIVE COURSE FOR PERSONNEL USING BLOOD or Other Potentially Infectious Materials (OPIM): OSHA Bloodborne Pathogens (MUST BE COMPLETED ANNUALLY)	

CITI Education

- 1) Go to www.citiprogram.org
- 2) Enroll as new user and complete registration.
- 3) Enter the University of Denver as your affiliated institution.
- 4) On the Select Curriculum - University of Denver page, select the Laboratory Animal Welfare option, and then select the appropriate courses from the list above.

Note: You may stop and resume at any time.

Environmental Health and Safety (EHS) Requirements	
Medical Clearance (Occupational Health Review Form)	

Environmental Health and Safety

Prior to working with animals, you will also need to enroll in Occupational Health Program by submitting the [Occupational Health Review Form](#) via fax to (303) 871-4097 or through campus mail to the DU EH&S Office at 2601 E Colorado Ave., 2nd Floor. Your information will be faxed securely to the Occupational Physician at:

Concentra Medical Centers

1212 S Broadway, Suite 150
Denver, CO 80210
Fax (303) 871-0218

Animal Vivarium Access

For vivarium access, contact the Vivarium Director at: (303) 871-4345

Continuing Education

At least one in-service training session offered by the University of Denver, must be attended by each IACUC researcher each year. The PI must provide the date of at least one in-service training attended for each person listed on the protocol during the Post Approval Monitoring (PAM) meeting with the IACUC Administrator.

IRBNet Registration and Submission

All research projects that will involve animals must be submitted to the DU IACUC for review and approval. All IACUC applications must be submitted online through the IRBNet system. In order to access this system, all end users must register at www.irbnet.org. Protocols submitted in hard copy or to an IACUC staff member's email will not be reviewed. For IRBNet "HOW TO" guides please go to <https://www.du.edu/orsp/research-compliance/biosafety/irbnet-electronic-submission-system.html>

Meeting Months

Meetings are held during the months of March, June, September and December. Please have all IACUC protocol submission forms submitted into IRBNet one month prior to the month of a meeting.

Please contact Tyler Ridgeway, with any questions, technical issues, or to inquire which requirements you have already completed.

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