

## Guidelines for linking IACUC protocols and proposals in InfoEd

### Glossary.

*Proposal*: Grant application for extramural or intramural funding of a study

*Protocol*: IACUC forms outlining the study and describing animal methodologies

*Application*: a generic term similar to "form".

### Linkage cases

#### **1) Identical new proposals are submitted to several granting agencies.**

The term "identical" refers to applications that describe essentially identical scientific studies with identical animal methodologies and identical safety risks (biological, chemical and radiological).

Under these conditions, linkage of one *Vertebrate Animals Study form* with the several extramural proposals is allowable. In such case, the PI should provide to the IACUC with:

- i) A written assurance that the proposals are identical (cc: to GCO)
- ii) An electronic copy of the extramural application for the purpose of comparative review.

It important to note that the **number of animals** requested in the approved IACUC application/protocol will remain the **same**, irrespective of the number of proposals linked to it.

#### **2) Methodologically similar, but scientifically different, proposals are submitted to several granting agency.**

Linkage of the proposals to a single *Vertebrate Animals Study* application in this case is generally **not** allowed, and a separate IACUC form for each study must be submitted, unless otherwise determined by the IACUC. The reasons for this are that, according to federal regulations, the IACUC needs to have a basic understanding of the science underlying the various studies, and the number of animals needed for each study must be appropriately justified.

However, in order to avoid filing IACUC forms containing virtually identical descriptions of methodologies and procedures involving animals, PIs may file in advance a **Standard Procedure** form in which all the methods involving animals used in their laboratories are described. Once a *Standard Procedure* application is approved, the PI may refer to it in multiple *Vertebrate Animals Study* applications, thereby avoiding the need for repetitive descriptions of methods. The *Standard Procedure* form is reviewed and approved with the same conditions that apply to the *Vertebrate Animals Study* application

#### **3) Renewals of IACUC protocols for ongoing, continuing studies.** IACUC protocols are approved for three years. At the expiration of such triennial approval, a **new** *Vertebrate Animals Study* application must be submitted. **No linkage** is permitted to the **expired** protocol(s). The narrative of the expired protocol, modified as necessary, can be transferred to the new *Vertebrate Animals Study* form (with all necessary modifications)

by a copying and pasting. This can be achieved by opening the expired protocol in one browser and the new *Vertebrate Animals Study* application in a second browser. In addition, if a PI has an **approved** *Standard Procedure* application, he/she may refer to it in the new *Vertebrate Animals Study* in section 5C thereby avoiding the need for repeating descriptions of animal procedures.