
IACUC NEWSLETTER – April 2016

- [Issues with Fax Submission of Animal Handler Medical Questionnaire](#)
- [Contacting the Attending Veterinarian \(AV\)](#)
- [Using updated IACUC forms for protocol submissions](#)
- [IRBnet and CITI: signing packages and uploading training](#)
- [PHS Policy reminder: Protocol and grant congruency requirements](#)
- [Post approval monitoring meetings](#)
- [IACUC Staff](#)

Issues with Fax Submission of Animal Handler Medical Questionnaire

We have received reports that a number of people have faxed their Animal Handler Medical Questionnaires to McLaren Occupational Health and that McLaren has subsequently reported not receiving them.

We advise that when you submit your questionnaire by fax to **989-772-4084**, follow up with a phone call to [989-779-5600](tel:989-779-5600) to confirm receipt.

Do not send your questionnaire by email; it is not secure. Also, do not send your questionnaire to the Office of Research Compliance; the questionnaire contains private health information and we cannot accept it or submit it on your behalf.

Contacting the Attending Veterinarian (AV)

The IACUC policies “Principle of Care in Animal Pain and Distress Management” and “Policy on 24-hour Emergency Veterinary Care” require researchers to consult with the attending veterinarian when an animal is in pain or distress or has post-surgical complications. Our AV, Dr. Robert Werner, can be reached at: [906-322-2243](tel:906-322-2243) or werne2r@cmich.edu. If the AV is unavailable, researchers should contact either the Vivarium Coordinator or the Office of Research Compliance.

Using updated IACUC forms for protocol submissions

Please use the current versions of IACUC forms when submitting protocols or amendments. The updated forms ask different information than past versions. Out of date forms will not be accepted. Updated versions of all IACUC forms can be found in [IRBnet](#) under the *Forms* tab.

IRBnet and CITI: signing packages and uploading training

As we transition to the use of IRBnet for protocol submission and review, investigators have been forgetting to sign packages and upload CITI training documents.

A tutorial is available that demonstrates how to link a CITI account to IRBnet or upload the training summary. If you have any questions about how to sign a package prior to submitting, please contact the IACUC administrator.

Training opportunities for IRBnet are available through the Office of Research Compliance, please contact us if interested IACUC_ADMIN@cmich.edu or [989-774-7313](tel:989-774-7313).

PHS Policy reminder: Protocol and grant congruency requirements

PHS policy:

“It is an institutional responsibility to ensure that the research described in the application is congruent with any corresponding protocols approved by the IACUC.”

As a reminder to any investigator who submits a grant application for external funding: NIH requires the institution to perform a congruency analysis. In order to do so in a timely manner, investigators will need to submit an IACUC protocol as soon as they receive a fundable priority score.

An OLAW presentation on congruency requirements, [OLAW Grant Protocol Congruence Slides](#), has been posted to our webpage under *Policies, Procedures and Guidelines: Useful Links and Documents*.

Post approval monitoring meetings

Quality assurance meetings (also referred to as post approval monitoring) have begun. In conducting these meetings we hope to accomplish the following:

- Provide an opportunity for communication and education regarding changes in policies or regulations and expectations of the IACUC.
- Remediate potential issues preemptively or while they are minor.
 - Not interested in playing "gotcha"
 - Protect animal subjects from harm
 - Protect the institution from risks (legal, reputation, etc.)
 - Protect the investigator from risks
- Demonstrate effective oversight
- Provide feedback to the IACUC to address issues (Quality Improvement) that investigators may be having with the review or oversight process.
- In most cases post approval monitoring meetings between the investigator (or designated lab member) and compliance staff last approximately 30-45 minutes.

IACUC Staff

Jonathan Kelty, IACUC Chair, [x1382](tel:31382), jon.kelty@cmich.edu

Audrey Brown, IACUC Coordinator, [x7313](tel:3137313), audrey.l.brown@cmich.edu

Tiffany Davidson, Administrative Secretary, [x1152](tel:3131152), tiffany.j.davidson@cmich.edu

Joe Crossno, Compliance Analyst, [x3748](tel:313748), joseph.crossno@cmich.edu

Robert Werner, Attending Veterinarian, [906-322-2243](tel:9063222243), werne2r@cmich.edu

Robert Bienkowski, Director, Research Compliance, [x3477](tel:313477), robert.bienkowski@cmich.edu

This Newsletter is produced by the Office of Research Compliance.

Comments and suggestions are welcome and can be sent to IACUC_ADMIN@cmich.edu

CMU, an [AA/EQ](#) institution, providing equal opportunity to all persons, including minorities, females, veterans and individuals with disabilities.

[Copyright](#) © Central Michigan University, Mount Pleasant, Mich. 48859 | Phone 989-774-4000 | [Privacy Policy](#)