

IACUC NEWSLETTER -January 2016

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IRBnet Roll out

[IRBnet](#) is now operational and investigators must use it for protocol submission.

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.

Guideline and Policy Development

The IACUC is in the process of drafting and revising policies and guidelines. A community comment period will be established for each policy or guideline as it is drafted. Comment periods will be communicated through this newsletter, as well as emails generated from the [IACUC Blackboard site](#). Policies will be posted to the Blackboard site for review.

The following policy was approved by the IACUC and implemented on **12/10/2015**:

- *Minimum Standards for Housing Aquatic Vertebrate Species, Policy P-0016-01*

The following policies are being drafted or revised. A comment period can be expected in **January** or **February 2016**:

- *Animal Handler Occupational Health and Safety Program (revision)*
- *Policy for Oversight of Controlled Substances in Research (new)*
 - *IACUC Policy on Drug Storage and Control will also be revised*
- *Minimally Required Personal Protective Equipment for Animal Care and Use (new)*
- *Food and Water Restriction and Manipulation in Research Animals, Weight Loss and Gain Guidelines (revision)*
- *Animal Transportation Guidelines (new)*
- *Policy on the Acquisition of Animals (revision)*

An overview of the IACUC Review Process

What happens to a protocol once it is submitted? Why does it take so long to review? Is there any way to speed up the process?

- Once a protocol is submitted to IRBNet, it undergoes administrative review during which the coordinator identifies commonly missing items and then contacts the investigator to request changes, this usually takes **2-3 business days**. The protocol does not go to the IACUC committee for consideration until the investigator responds with the missing information.
- Once investigator responses to the administrative review are received, the now complete protocol is forwarded to the IACUC committee for a **5 business day review period** during which any member of the committee might request full committee review. The most common reason for a member to request full committee review is the inclusion of painful procedures and request to forego the use of analgesia which must be scientifically justified.
- If a protocol does not go to the full committee, it goes to “designated member review”. The IACUC chair assigns committee members to review protocols. Assigned reviewers are given **5 business days** to review a protocol.

- If a protocol goes to the full committee, this can cause a delay as the committee typically meets only once a month. IACUC meetings typically occur on the **3rd Thursday of each month**. Proposals that are to be reviewed by convened committee should be submitted **at least 2-3 weeks before a scheduled meeting** to ensure that they are included on the agenda.
- A typical review takes **30-45 days**, the average time spent with the IACUC is about 3-4 weeks. The most common reasons for delay is when the IACUC must wait for the investigator to respond to requests for additional information or changes to the protocol, absence of training documentation for one or more personnel named in a proposal and lack of OHS clearance. This can add **1-3 weeks** to the total review time of the average protocol.
- To speed up review times: Consult with the attending veterinarian prior to submitting your protocol. Quickly respond to requests for information. If your protocol was submitted and you have heard nothing back within the timeframes described above, contact the IACUC coordinator.
- The addition of IRBnet should help to speed up the process for most protocols and will allow us to track and improve the efficiency of reviews.

IACUC Staff

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*This Newsletter is produced by the **Office of Research Compliance**.*

Comments and suggestions are welcome and can be sent to:

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