**DO NOT SUBMIT THIS PAGE WITH APPLICATION**

**ANIMAL USAGE FORM – Research Protocol**

Version 1.0

Updated 17 September 2020

*Download applicable appendices and CITI training information at*

*https://www.abac.edu/academics/office-of-the-provost/iacuc/*

**Instructions**

1. The Principal Investigator(s) must have already completed the online CITI training module “Working With the IACUC” and any taxa-specific training modules. Enrollment instructions are included at the link included above. The completion certificates for this module(s) must be submitted as an attachment in the same email as this application or your application will not be reviewed. <https://www.abac.edu/academics/office-of-the-provost/iacuc/#Application-and-Approval-Process>
2. This form must be typewritten.
3. Fill out all of the questions on this form completely. (If there are questions about this form, please contact IACUC Chair Dr. Vanessa Lane at 229-391-4811 or [vlane@abac.edu](mailto:vlane@abac.edu).) If a question is not applicable to your project, you must respond N/A. No question on this form should be blank.
4. Fill out and attach the appropriate documentation required by responses in this application.
5. Submit the application online as a .doc or .pdf to IACUC Chair Dr. Vanessa Lane at [vlane@abac.edu](mailto:vlane@abac.edu). Relevant permits (if applicable) and CITI training completion certificates for all researchers (including students) must be included as attachments to the email. For teaching applications, only the instructor(s) must submit CITI certificates.
6. CITI training is renewed 3-year basis. Approved research applications are only valid for one year. After approval expires, a research protocol must be resubmitted as a new application.

Please note that ABAC IACUC tends to have a 1-2 week turnaround after a protocol is received. This turnaround does not necessarily include the revision process if the Committee requires or requests modifications or clarifications to a protocol. Therefore, it is best to submit applications the fall or spring semester before a class is scheduled to start. The Committee does not meet or review protocols during summer semester.

The University of Minnesota has an excellent website dedicated to those interested in teaching with animals and conducting animal research. Please be sure to view the following link and review sections relevant to your project. You may refer to these publications as justification for your protocol procedures.

https://research.umn.edu/units/iacuc/policies-guidelines/animal-use-guidelines-exceptions/#housing

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| **1. Animal Research Definitions** |

1. Does your research entail the study of live vertebrates as defined by Public Health Service (PHS) policy or by United States Department of Agriculture Animal Welfare Act (AWA) regulations? **Please read this section carefully. The definitions differ and you may not need to apply. If you have any questions please contact**

**Dr. Vanessa Lane, IACUC Chair, at vlane@abac.edu.**

PHS definition: Animal, any live vertebrate animal used or intended for use in research, research training, experimentation, or biological testing for related purposes. Larval forms of fish and amphibians are covered, although studies that use eggs and embryos of vertebrates are not covered until those eggs hatch.

AWA definition: Animal means any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warm-blooded animal, which is being used, or is intended for use in research, teaching, testing, experimentation, or exhibition purposes, or as a pet. This term excludes birds, rats of the genus *Rattus* and mice of the genus *Mus* bred for use in research; horses not used for research purposes; and other farm animals, such as but not limited to livestock or poultry used or intended for use as food or fiber, or livestock or poultry used or intended for use for improving animal nutrition, breeding, management, or production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security, or breeding purposes.

\_\_\_\_\_Yes

\_\_\_\_\_No (if no, you do not need to apply)

1. If your research is to be conducted in the field, will it alter or influence the activity of the animals (PHS Policy), does the research involve invasive procedures, or will it harm or materially alter the behavior of an animal under study (AWA regulations)? *Note: Any study that includes baiting, capture, handling, or marking is subject to initial review. The IACUC will determine whether or not the project meets the regulatory definition of a field study. Please contact the Chair if you have questions.*

\_\_\_\_\_Yes

\_\_\_\_\_No

\_\_\_\_\_My project is not a field study

**ANIMAL USAGE FORM – RESEARCH OR TEACHING PROTOCOL**

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| **2. Project Identification and Signatures** |

**2A.Type of Application (check one): \_\_\_\_New Research Protocol   
 \_\_\_\_New Teaching Protocol**

**\_\_\_\_Continuation of IACUC #\_\_\_\_\_\_\_\_\_\_\_\_\_**

(If this is a 3-year renewal, do not use language referring to the previous protocol or grant in this form.)

**Anticipated Starting Date: \_\_\_\_\_\_\_\_\_\_**

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| **2B. Project Title:** (Project title must match grant title. If different, also provide grant title) |
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| **2C. Faculty or Staff Instructor/Advisor** (must be faculty or academic professional administrative staff) | | |
| **Name (Last name, First name, MI):** | | |
| **Mailing Address:** | **Office phone number:** | |
| **Email:** | **Cell phone number:** | |
| **Department:** | **\_\_\_\_Faculty \_\_\_\_Staff (check one)** | |
| **Advisor Certification:** If the IACUC approves my application, I agree to execute this work as described, request approval from the IACUC for changes, comply with the guidelines set forth by the IACUC, follow Environmental Health and Safety guidelines, and be responsible for the supervision and work of my students and staff. This application accurately and completely reflects all animal use. | | |
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| **Original Signature** | **Advisor Title** | **Date** |

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| **2D. List of Additional Researchers** (for research proposals only, please include students who are the primary researchers, such as for a senior capstone projects) | | | |
| **Name:** | **Student, Faculty,**  **or Staff?** | **Phone number:** | **Email:** |
| **Name:** | **Student, Faculty,**  **or Staff?** | **Phone number:** | **Email:** |
| **Name:** | **Student, Faculty,**  **or Staff?** | **Phone number:** | **Email:** |

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| **2E. Source of Funding, if applicable** |
| **Name of funding source (write N/A if none):** |
| **Grant (check one): \_\_\_\_\_Will Be Submitted \_\_\_\_\_Is Submitted** |
| **Is Approved with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ duration (answer in months/years).** |

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| **3. Specific Aims & Details of Animal Use** |

**3A. What is the common and scientific name of the primary animal species you are studying?** If you are studying an animal community, you may include a general descriptor such as “all native small mammals” rather than an extensive list of individual species.

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**3B. What is the goal/specific aim of this research project and why is the use of animals necessary to achieve it?** Jargon should be avoided or explicitly explained. Please define all acronyms and use citations to justify your project. Describe the features of the species (e.g., anatomic, physiologic, genetic, etc) that make it desirable for this research project. Explain why common animals can’t be used if the species is rare and/or protected.

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**3C. Give a full description of your study’s methodologies specifically involving vertebrate animals, including study area and sampling methodologies, such as trapping or surveillance methods.** Use plain, nonscientific language where possible. It’s important you reference taxa-specific ethical guidelines here. Include citations to relevant peer-reviewed literature where necessary to justify methodology, especially if that methodology conflicts with ethical recommendations.

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**3D. Provide a complete and accurate description of what procedures will be performed on/with the animals.** Clearly and separately describe each procedure or use of an animal. Describe what exactly will be done to the animal, who will be doing it (student or faculty/staff). If both students and advisors will be involved in a given procedure or animal use, clearly describe who will be doing which parts. Include dose, route of administration and frequency of any drugs to be administered. If marking, bait, or translocation of wildlife are being used, explain how you are mitigating disease transmission. Surgery details should be provided.

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**3E. Explain how the study will benefit wildlife, domesticated animals, humans, or society.** Benefits can include but aren’t limited to improving basic scientific knowledge, conservation and/or management applications for wildlife, wildlife habitat, animal welfare, goods production, and/or improving wildlife, domesticated animal, or human health.

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**3F. Briefly explain why live animals must be studied rather than using computer models, habitat studies, observational studies, etc.**

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| **4. Animal Genus, Numbers, and Classification by Stress Levels** |

**4A. Fill out the table below using the following stress classifications.**

**Classification A:** No pain, distress or use of pain-relieving drugs: Examples include post-mortem tissue harvest; and routine procedures causing only transitory discomfort such as venipuncture, injections, ear tagging, visual implant elastomer, passive integrated transponders, use of non-inflammatory adjuvants, etc.

**Classification B:** Pain/distress WITH appropriate analgesia/anesthesia/tranquilizers. Procedures involving accompanying pain or distress to the animals and for which the appropriate anesthetic (for surgery), analgesic (for inflammation or pain), or tranquilizing drug are used.

**Classification C:** Pain/distress WITHOUT analgesia/anesthesia/ tranquilizers. Procedures involving accompanying pain or

distress to the animals and for which the use of appropriate anesthetic, analgesics or tranquilizing drugs would adversely affect the procedures, results or interpretation.

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| **Animal Request Table** | | | | | |
| **Genus1** | **Class A, B, or C** | **Purchased (or received from another institution)** | **Produced by in-house breeding** | **Other (Specify: captured wildlife, etc.)** | **Total** |
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**4B. How are the number of animals you listed above justified for this research objective?**

(For example, too few and you may not get enough results to have justified the project. If you have too many, then you may unnecessarily be stressing populations. Please explain your mathematical and biological justifications for the number of animals you wish to use.)

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| **5. Housing (if applicable)** |

**5A. Will animals be held in captivity?**

**\_\_\_\_\_**No (if selected, leave rest of this section blank)

\_\_\_\_\_Yes, but for less than 12 hours

\_\_\_\_\_Yes, for more than 12 but less than 24 hours

\_\_\_\_\_Yes, for more than 24 hours but not permanently

\_\_\_\_\_Yes, permanently

**5B. Facility where animals are or will be housed.** If animals are housed off campus, please provide the address and a thorough description of the facilities.

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**5C. If animals are to be housed for longer than 12 hours, describe:**

1. Housing facilities including cage size/type and any other necessary equipment (i.e. heating elements for ectothermic animals).
2. Feeding strategies, including frequency and food type.
3. Duration of quarantine and diagnostic testing, if applicable.
4. Sanitation procedures.
5. Social grouping or solitary housing and the reasons for such housing.
6. Health monitoring procedures.

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**5D. Will you be changing food quantities (supplementation or restriction) or food types (other than routine husbandry food items) as part of your research?** If yes, describe these alterations. Be sure to address diet food items and quantity, duration of use, anticipated nutritional deficit/adverse effect(s), weight monitoring of animal(s), amount of weight loss that will be allowed, and monitoring protocol/schedule for effects.

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| **6. Potential Animal Pain and Distress** |

**6A. What are potential specific study-induced or related problems animals might experience?** (i.e. health problems, pain, distress, complications, injury, risk of capture myopathy, etc.)

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**6B. Do you expect these problems to occur?**

**\_\_\_\_\_Yes.**

**\_\_\_\_\_No. Explain the basis for this assessment.** (prior experience, etc.)

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**6C. How will pain and/or distress be monitored? Provide specific clinical or behavioral signs which will be monitored as well as the frequency of monitoring, including provisions for off hours.** Wildlife in distress may exhibit behavioral changes such as panting, lethargy, freezing, playing dead, excessive salivation, urination, defecation, etc. Also, please note that captive animals housed outside of centrally managed facilities must be monitored daily.

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**6D. Will this monitoring include weekends and holidays?**

**\_\_\_\_\_Yes.**

**\_\_\_\_\_No.**

**6E. Explain what steps will be taken to alleviate any pain, distress or discomfort the animals may experience.**

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**6F. Will cells, tissues, or body fluids be inoculated?**

**\_\_\_\_\_Yes.**

**\_\_\_\_\_No. Continue to section 6.**

**If yes, have they been screened for the presence of human or animal pathogens?**

**\_\_\_\_\_Yes.** Please provide documentation**.**

**\_\_\_\_\_No.** Please provide justification.

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| **7. Euthanasia/Disposition of Animals** |

**7A. What will determine the natural endpoint(s) for using animals in this study or course?** If in captivity, end points can include failure to thrive or congenital defects (for neonates), tumor growth, unrecoverable injury, etc. For wildlife studies, please expand on the potential problems you described earlier that may require euthanasia.

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**7B. Specify the method, agent and dosage and route of administration to be used for euthanasia for this species, even if euthanasia is not planned for this project.**

Euthanasia in classroom activities must be in accord with the methods approved by the AVMA Panel on Euthanasia. Note that the AVMA Panel does not allow cervical dislocation for captive animals without anesthesia, unless scientifically justified. Please make sure to include the anesthetic regimen if proposing to use cervical dislocation. In addition, the AVMA panel on euthanasia does not allow dry ice as a source for carbon dioxide. If you choose to use carbon dioxide please confirm that you will use compressed carbon dioxide gas in cylinders. If you are using euthanasia in field-based courses (e.g. harvesting animals for necropsy using firearms, thoracic compression, etc.) be sure to justify deviations from AVMA guidelines using appropriate citations.

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**7C. If you are not intending to euthanize animals as part of this project or course, please describe their final disposition.** (i.e. transferred, sold, rehomed, etc. If releasing captured wildlife, provide details here.)

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**7D. Animals that are experiencing unrelieved pain or distress prior to the defined experimental endpoint must be humanely euthanized, unless doing so would interfere with, or compromise the scientific goals of the experiment. Do taxa-specific euthanasia guidelines interfere with your experimental objectives?**

**\_\_\_\_\_No.** Initial and date that AVMA and/or taxa-specific euthanasia guidelines have been read and will be followed for early euthanasia.

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| PI Initials | Date |

**\_\_\_\_\_Yes.** Provide the criteria to determine that euthanasia would be required prior to the end of the study AND provide scientific justification indicating why an earlier endpoint cannot be used.

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**7E. In the unexpected event that an animal meets these euthanasia criteria prior to the designated study endpoints, describe procedures to euthanize the animal: (provide agent, dosage, and route). Include who will be responsible for the euthanasia, if applicable.**

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**Checklist for submitting a complete application**

This checklist must be included as part of your application. Check all that pertain to your project.

IACUC may request additional forms to be completed based upon the nature of your project. Please review specific guidelines and references available at <https://research.umn.edu/units/iacuc/policies-guidelines/animal-use-guidelines-exceptions>

**\_\_\_\_\_Attached CITI training certificates for the “Working with the IACUC” module at a minimum for all principal investigators (primary students and their advisor(s)), with taxa-specific certificates as needed (attach to email if you cannot attach directly to this application)**

**\_\_\_\_\_Consideration of alternatives to animals classified in classifications B or C**

**\_\_\_\_\_Breeding of animals**

\_\_\_\_**Use of Controlled substances**

**\*\*\*Important note regarding the use of non-pharmaceutical grade drugs\*\*\***

Investigators are expected to use pharmaceutical-grade medications whenever they are available, even in acute

procedures. Non-pharmaceutical-grade chemical compounds should only be used after specific review and

approval is granted by the IACUC for reasons such as scientific necessity or non-availability of an acceptable

veterinary or human pharmaceutical-grade product. Cost savings alone are not an adequate justification for using non-pharmaceutical grade compounds in animals. See http://www.aphis.usda.gov/ac/policy/policy3.pdf

**\_\_\_\_\_Keeping animals in captivity longer than 12 hours.**

**\_\_\_\_\_Surgery – Please check: Survival surgery. Non-survival surgery.**

**\_\_\_\_\_Use of these specific agents in animals**

**\_\_\_\_\_Part I: Hazardous Chemicals**

**\_\_\_\_\_Part II: Radiation**

**\_\_\_\_\_Part III: Infectious agents and work with human blood and body fluids**

**\_\_\_\_\_Part IV: Recombinant DNA including transgenic mice**

**\_\_\_\_\_Immunization, antibody or ascites production, or collection of other body fluids**

**\_\_\_\_\_Pharmacologic/toxicologic studies**

**\_\_\_\_\_Dietary manipulations or fluid restriction**

**\_\_\_\_\_Conscious restraint for more than one hour**

**\_\_\_\_\_Free-ranging wildlife**

**\_\_\_\_\_Client-owned animals**

**\_\_\_\_\_Receiving external funds for this research**

**\_\_\_\_\_Animals are sent to slaughter or put into the human food chain**

***You have reached the end of this form. Please make sure that you have responded to every question on this application (even if your response is “not applicable”). Email your completed form and all CITI training certificates to IACUC Chair Dr. Vanessa Lane at*** [***vlane@abac.edu***](mailto:vlane@abac.edu)***. If you have questions, call Dr. Lane at 229-391-4811.***