

**INSTRUCTIONS FOR COMPLETING THE ANIMAL STUDY PROPOSAL FORM  
(Rev.10/01)**

1. Complete all parts of this form. Indicate those sections of the form that are not applicable to your study by writing N/A. There can be no cross reference.
2. All individuals working with animals need to fulfill the IACUC educational requirement. The General Session expires in 3 years. All personnel working with animals are required to retake this section to keep them informed of any NIH or USDA policy change regarding the use and care of animals in research. Investigators performing survival surgery must take at least once the Aseptic Animal Surgery Session. Personnel working with animals are also required to take an educational session of the particular animal species they will be using in their experiments. These sessions do not expire. However, if you have not used animals within a 3 year period after of the approval of your protocol, you must retake the corresponding training sessions. **You must include a photocopy of the certification of those animal educational sessions that you and your personnel have attended.** Without this evidence the IACUC will not process your Animal Study Proposal Form. Persons that are in the process of taking these courses must indicate so in the application and must inform the IACUC Chairperson prior to submitting this application.
3. Submit a copy of the literature search conducted to demonstrate that your experiments will not duplicate previous work. If you find that it duplicates, explain why it is different. If your experiments fall under category D or E of the “USDA Pain and Distress Classification”, include a search on procedures to minimize pain and distress. You must use at least 2 different search engines and include the keywords used in your search. (Example: Pubmed, Medline, etc.)
4. Prior to submitting the completed Animal Study Proposal Form to the IACUC, it must be signed by the attending veterinarian and the Director of the Animal Facilities where the animals will be housed. If the veterinarian makes recommendations, include them in the protocol. These signatures **do not** guarantee space.
5. All survival surgery requires a record of postoperative care for each animal. Sites where survival surgeries are performed are subject to inspection twice a year by members of the IACUC committee. The postoperative records must be available during site inspections.
6. Sites where animal procedures are conducted may be inspected at the discretion of the IACUC committee. These include, but are not limited to, areas of behavioral testing, non-survival surgeries, physiological measurements, pharmacological manipulations and blood withdrawals.
7. Submission of the Animal Study Proposal Form to the IACUC does not guarantee its approval.
8. All animal use, handling, and/or research require IACUC approval before it is initiated.
9. Submit the original Animal Study Proposal Form with 12 copies and three copies of the proposal.

*\* This new Animal Study Proposal Form has been designed to facilitate completion by investigators as well as evaluation by the IACUC committee. We encourage you to submit in writing any suggestions regarding this form to the IACUC committee.*