



## Documents that Must be Submitted for Protocol Review Process by the IACUC

All completed documents must be received at IACUC Office on or before the established deadline. Meeting schedule, deadlines for document submission, all forms, and examples of major and minor amendments can be found at <http://committees.rcm.upr.edu/iacuc.html>

**A. ALL forms** (Initial Submission, Renewals and/or Major Amendments) must be:

1. **Animal Study proposal/renewal form completed** in all parts\*
2. **Signed** by the PI, Veterinarian and Animal Facility Manager
3. Accompanied with a **transmittal letter**
4. **Submitted in original** plus three (3) hard **copies**
5. Converted to **PDF** format and send it to [iacuc.rcm@upr.edu](mailto:iacuc.rcm@upr.edu)

\* - For major amendment, the PI will **only** fill the parts that correspond to the major modification in the animal study proposal form. Parts that will not be modified must be filled with the words: Not Applicable or NA.

**B. Initial Submissions and Renewals**

In addition to the above required documents, (See A. 1-5), initial submissions and renewals must be accompanied by:

1. Documents required in section A 1-5
2. **Summary/conclusion** explaining the **searches and the print screen of the first page of two** (2) different search engines the search for:
  - **Non-duplicative** – two (2) different search engines
  - **Alternative methods** - two (2) different search engines
    - **ONLY** if the protocol falls under category D or E of the *USDA Classification of Pain and Distress*
3. **Training certificates**
  - For all key personnel listed in the protocol
4. **Health Certificate issued by the MSC's Occupational Health Clinic for each of the key personnel listed in the proposal**
5. **Grant proposal**
  - If the protocol is funded or a funding proposal has been filed. Do not include Budget Request
6. **Progress Report**
  - **ONLY** for the last three years of the protocol for 4<sup>th</sup>, 7<sup>th</sup>; 10<sup>th</sup> and 13<sup>th</sup> Year Renewals

**C. Minor Amendments to Approved Protocols**

1. Required documents in section A 1-5
2. **Training certificates**
  - For all key personnel **ONLY** if there is a change or addition in personnel
3. **Health certificate issued by the MSC's Occupational Health Clinic for each of the key personnel added**

Approved and Adopted by the MSC's Institutional Animal Care and Use Committee (IACUC) on September 28, 2012