Animal Use Protocol

This page contains information regarding submitting an animal use protocol for review to the University Institutional Animal Care and Use Committee (IACUC). Pre-review of CVM animal use protocols by the College subcommittee prior to final submission to the University's IACUC is available to CVM faculty, but is not required.

Submission steps for animal use protocols

Federal regulations require that a ULAR Clinical Veterinarian is consulted during animal protocol design. Prior to submission to IACUC, you must have your protocol reviewed by the ULAR veterinarian and obtain their signature on the protocol coversheet. Protocols may be sent to them electronically in a word document. For rodent protocols, please contact Dr. Judy Hickman-Davis (hickman-davis.2@osu.edu; phone 688-4880). For companion and large animal protocols, please contact Dr. Stephanie Lewis (lewis.1318@osu.edu; phone 247-7009). You should allow a minimum of one week review time for this step.

After obtaining all the required signatures (ULAR veterinarian and the Department Chair), the animal use protocol is submitted to the IACUC Administrator, Animal Review Desk, 300 Research Foundation Building, 1960 Kenny Road. They will also accept PDF files of the protocol at iacucinfo@osu.edu or ularvet@osu.edu. Protocols submitted to IACUC by Thursday noon will be sent to IACUC review the following week unless they are called to a full committee meeting. Protocols which involve major survival surgery on a USDA covered species, multiple major surgeries, or unrelieved pain/distress are automatically called to a full committee meeting which is scheduled the third Friday of each month. Other protocols can be reviewed on a weekly basis. The IACUC review process may take up to 8 weeks.

Please be aware that both ULAR Clinical Veterinarians and IACUC must be given sufficient time to ensure adequate protocol review – do not wait until the last minute to submit an expiring animal use protocol as IACUC will not expedite review under these circumstances – rather, your animals will be moved to the IACUC holding protocol at your expense. Federal regulations prohibit the IACUC from extending protocol approvals past their expiration dates. Performing research or teaching on animals without an approved IACUC protocol is considered noncompliance and will not be permitted.

When is an animal use protocol required?

In general, all research performed on vertebrate animals (except embryonated eggs) requires IACUC approval. The only major exception is clinical trials using
client-owned animals in which proposed procedures do not differ significantly from those in current clinical practice.

Animals used for instructional purposes also require an IACUC approval for anything other than observational uses. This includes the use of privately owned animals which are brought into the VMC for student labs.

Animal protocols which utilize VMC facilities or resources or propose to use privately owned animals for research or teaching, require separate approval from, and will be pre-reviewed by the Veterinary Medical Center Clinical Research Advisory Committee (VMC-CRAC). This committee will determine if an application either meets the criteria for exemption from IACUC oversight under the clinical research provision, or instead falls under federal regulatory oversight and therefore would require submission of an animal use protocol to the IACUC. (NB: The protocol form required for review by the Veterinary Medical Center Clinical Research Advisory Committee is NOT the same as the IACUC form – see link below).

If you are in doubt whether an animal use protocol is required for your animal use, contact Drs. Stefan Niewiesk (Niewiesk.1@osu.edu; phone 688-3605) or Valerie Bergdall (bergdall.1@osu.edu; phone 292-1561). The contact for the VMC-CRAC is Dr. Matthew Allen (Matthew.Allen@cvm.osu.edu; phone 247-7020).

Tips for writing animal use protocols: Guidelines to alleviate problems in reviewing animal use protocols

Clinical Research/Teaching Advisory Committee:

Protocols that involve the use of privately-owned animals that are patients of the Veterinary Medical Center must be reviewed and approved by the Clinical Research/Teaching Advisory Committee. The charge of this committee is to ensure that these research protocols do not pose a risk to the efficient and effective running of the VMC. This review process does not replace the need for IACUC review. The determination as to whether a protocol requires IACUC review will be made by a designated subcommittee of the VMC Clinical Research/Teaching Advisory Committee, comprising the Chair, representatives from ULAR and the IACUC, and an external reviewer. If IACUC review is deemed necessary, the investigator will be directed to the IACUC office and the normal procedures for IACUC review and approval will be followed. Clinical research studies in which novel therapies and procedures are studied in animals that are under medical or surgical care for a naturally-occurring condition may not require IACUC approval. In those cases, review and approval by the VMC Clinical Research/Teaching Advisory Committee may be all that is needed in order to initiate the study.
Investigators are asked to contact the Chair of the VMC Clinical Research/Teaching Advisory Committee, Dr. Matthew Allen (office: 247-7020, e-mail: Matthew.Allen@cvm.osu.edu), prior to submitting an application to the Committee. Alternatively, they can contact Dr. Cheryl London (Cheryl.London@cvm.osu.edu), Director of the Clinical Trials Office.

Animal use protocol links

- Animal use protocol forms: [http://ular.osu.edu/animalprotocols](http://ular.osu.edu/animalprotocols)
- Submission dates for University and College: [http://orrp.osu.edu/iacuc/meetingdates](http://orrp.osu.edu/iacuc/meetingdates)
- Institutional Animal Use and Care Committee: [http://orrp.osu.edu/iacuc](http://orrp.osu.edu/iacuc)
- University Laboratory Animal Resources (ULAR)
- Clinical Research/Teaching Advisory Committee: [http://vet.osu.edu/5211.htm](http://vet.osu.edu/5211.htm)