

STANDARD OPERATING PROCEDURE
University of Maryland, School of Pharmacy
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

Title: IACUC Review of Submitted Applications for Live Animal Use

- I. Applications or Amendments to protocols for the use of laboratory animals in research, teaching or training at the University of Maryland, School of Pharmacy will be submitted in writing or electronically to the IACUC Coordinator, HSFI – Room G100 (lrao@vetmed.umaryland.edu) using the most current form available.
 - a. Current Applications are available on the IACUC web site.
- II. Applications will be reviewed for completeness by the IACUC Coordinator prior to distribution to the IACUC committee.
 - a. At this point the Primary Investigator (PI) may be asked for additional information to complete the proposed protocol Application.
- III. Applications are assigned for review to IACUC committee members by the IACUC Chairperson and are distributed usually via e-mail attachments by the IACUC Coordinator.
 - a. Any voting member(s) of the IACUC may serve as Reviewer(s) provided there is no conflict of interest associated with the Application presented for review.
 - b. If the Reviewer is unable to conduct an Application review in a timely manner, the IACUC chairperson will assign the Application to another member of the IACUC to serve as a Reviewer.
 - c. Upon request, all members of the IACUC have access to ALL protocol Applications submitted for IACUC review.
- IV. Chair designated IACUC Review members have 10 working days to review the Application. All responses should be sent to the IACUC Coordinator using the Application review form
 - a. Committee members should respond using the attached form by mail campus, e-mail, or personal delivery.
 - i. Committee members are to list any concerns on the attached form they may have regarding the proposed animal work listed in the Application.
 - b. Reviewers may request a full committee review.
 - c. An Application may not be disapproved outside of a convened committee meeting.
 - d. A lack of a response from a committee member within the 10 working days is considered to be a tacit approval of the Application process by that committee member.
 - i. On the 11th working day, following distribution of the Application, the IACUC Coordinator will notify the IACUC Chair of the status of the Application.
 - e. Request for a committee review by any one member of the IACUC will automatically require review by a convened quorum of the committee.
- V. Actions available to the Reviewer(s) in relations to the Application being reviewed are:
 - i. Approve the Applications as written
 1. A Reviewer is considered to represent the entire IACUC. Approvals granted by the Reviewer are considered equal to those granted by a committee vote.
 - ii. Request additional information from the submitting PI to clarify any questions or concerns.
 1. The IACUC Coordinator will contact the PI for additional information.
 2. If information received from PI is inadequate the Application may still be referred for review by the full committee.
 - iii. Refer to the Application for review by a convened quorum of the committee
 1. If referred to a committee meeting, it is at the discretion of the IACUC chairperson to either quickly convenes a meeting or to wait until the next regularly scheduled IACUC meeting.
 - b. A Reviewer may not disapprove and Application.
 - c. Reviewers are encouraged to seek expert advice (from within or outside of the IACUC) when reviewing Applications with procedures or information unfamiliar to the reviewer.

