**GENERAL POLICIES FOR USE OF ANIMALS**

**FOR RESEARCH PROJECTS AND CLASSROOM LABORATORY**

**AT DRAKE UNIVERSITY**

 (Revised April 2013)

 **To use live animals for research or teaching purposes, a completed Application form must be approved by the Drake University Animal Care and Use Committee (IACUC) prior to the anticipated date of usage.** Forms are available electronically on the Drake University IACUC website at <http://www.drake.edu/iacuc/> . The completed Application Forms are to be returned to iacuc@drake.edu and will then be forwarded to the Chairperson of the IACUC.

 All Forms must be signed by the Drake University Faculty member directly responsible for the research or classroom laboratory exercise. In the case of undergraduate and graduate student research projects, the faculty member directly supervising the research must sign the application. All individuals involved in any aspect of animal care or research must complete the proper training modules available at [www.citiprogram.org](http://www.citiprogram.org).

On a timely basis, the investigator will be informed of the IACUCs action on the application by letter from the IACUC Chairperson

University policy and federal law require a review of projects for humane treatment and safe use of vertebrate animals.  Principal investigators and course directors must obtain approval from the IACUC before initiating any research, testing or instructional project involving the use of live vertebrate animals**.  IACUC approval must also be obtained prior to changes in previously approved protocols.**

The maximum period of approval is three years.  (An annual review of your approved protocol is also required.) Prior to initial IACUC review, an approval number will be assigned to the project.  No project involving the use of vertebrate animals may be initiated without approval by the IACUC, including projects where animals are not directly purchased (e.g. wild trapping, in‑house breeding, field observation).

The Animal Care and Use Committee (IACUC) may be contacted for guidance in selecting analgesics, anesthetics, methods for euthanasia, nursing care techniques, etc.  IACUC professional and technical staff are available for training and instruction of groups or individuals in animal manipulations.

Please note that approved and funded (or activated) Protocols are available for public inspection (Iowa Public Records Act, Chapter 22, Iowa Code). In order to ensure that the information contained in this form is not misinterpreted, it is imperative that significance, aims and procedures of your protocol be in terms which are understandable by the lay public. Your attention to this will greatly facilitate the dissemination of accurate information concerning the essential role of animals in research and teaching. Be assured also that you will be contacted before any information concerning your project is released.

**APPLICATION FOR APPROVAL OF FIELD STUDY PROTOCOL**

The Information requested is necessary to assure compliance with the Laboratory Animal Welfare Act (P.L. 89-544 as amended by P.L. 91-579 and P.L. 94-279), and Drake University's "Assurance" with the Public Health Service (PHS) concerning the care and use of animals in research and teaching. For the purposes of IACUC a *field study* is defined as research that involves studying free-living, wild animals in their natural habitat. Field studies require IACUC approval when (1) the study is funded by the PHS, National Science Foundation, or other funding agency that requires review, (2) the animals are warm-blooded and the study has the potential to cause harm or alter the behavior of the animals under study, or (3) state regulations or the respective permitting agency requires IACUC review.

Name of Principal Investigator or Classroom Instructor:

Phone Number:

Department:

Date:

1. Title of Project:

 (If classroom laboratory exercise, state course number, course title and name of lab exercise):

2. Project Type:

 [ ]  Research [ ]  Teaching

3. Additional Project Personnel: List the names of each person having contact with the animals. If you do not yet know the name of each person who will be involved, you must submit an amendment to the study later when they are added.

 Name Training or Experience

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4. Species of animal(s) to be studied:

5. Location of the study (be as specific as possible):

Has permission been obtained from all appropriate private landowners or public lands managers to conduct the study?

 [ ] Yes From whom:

 [ ] No Explain:

6. Permissions:

 Federal Permit Number

 Permit valid from       to

 State Permit Number

 Permit valid from       to

 Do the permits cover all personnel? Yes: [ ]  No: [ ]

 If No, explain:

[ ]  No Permits Required

7. Methods and Procedures performed:

*Describe the methods and procedures of the field study and its intended benefits* ***in layperson’s terms****. If this is a teaching protocol, describe the educational goals. Describe any manipulations and procedures to which the animals will be exposed. Where appropriate, describe procedures for reduction of animal harm or distress.*

Euthanasia

*State how animals will be euthanized during or at the end of the project:*

 **(NOTE: All proposals must have a means of euthanasia for emergency situations)**

Determination that less painful alternatives are not available:

Federal regulations require that you provide a written narrative on the methods and sources used to determine that less painful alternatives are not available.

[The Animal Welfare Act defines a painful procedure as any procedure that would reasonably be expected to cause more than slight or momentary pain or distress in a human being (AWA 1.1). Comments made by the USDA in the Federal Register to broaden this definition includes procedures in which the pain is relieved or ameliorated. For example, a surgical procedure performed on an anesthetized animal, even if the animal does not survive, is considered a painful procedure].

Suggested Link:  Federal and many private granting agencies require a database search for using alternatives to animals in research.  The National Library of Medicine, NIH has a search engine available that is very easy to use at: <http://toxnet.nlm.nih.gov/altbib.html>.  You can search by keyword and/or category.

*Please list the search terms and a summary of the general findings regarding alternatives to painful procedures.*

8. Complete the following if this proposal will be submitted to an external granting agency:

Name of Granting Agency:

 Address:

Deadline for application:

**PROTOCOL PROPOSAL SUMMARY**

Answer all of the following as each apply to this Protocol Proposal

YES: [ ]  NO: [ ]  Instructional use of animals

YES: [ ]  NO: [ ]  Survival surgery

YES: [ ]  NO: [ ]  Multiple survival surgery

YES: [ ]  NO: [ ]  Hazardous chemicals

YES: [ ]  NO: [ ]  Infectious agents

YES: [ ]  NO: [ ]  Other biohazards agents

YES: [ ]  NO: [ ]  Death as an endpoint (i.e. tumor growth)(Does not include euthanasia)

YES: [ ]  NO: [ ]  Custom antibody production by outside vendor

YES: [ ]  NO: [ ]  Use of Complete Freund’s Adjuvant

YES: [ ]  NO: [ ]  Prolonged restraint of animal(s)

YES: [ ]  NO: [ ]  Breeding colony in house

YES: [ ]  NO: [ ]  Animals housed outside of Animal Facility (more than 12 hours)

YES: [ ]  NO: [ ]  Special housing requirements

**Assurances and Approvals**

The policies and procedures of Drake University, the AWA and the PHS apply to all activities involving live vertebrate animals performed at or by the personnel of this Institution.  Therefore, no activities involving the use of these animals are to be initiated without prior written approval by the Drake University Institutional Animal Care and Use Committee (IACUC).

The undersigned is familiar with the AWA and the PHS Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions, the NIH Guide for the Care and Use of Laboratory Animals and the University Guidelines, and agrees to abide by the Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training contained in this document. I assure that I will obtain IACUC approval prior to significant changes in the protocol.  I assure that students, staff, and faculty on the project are qualified or will be trained to conduct the project in a humane and scientific manner.  Any change in the care and use of animals involved in this protocol that would affect their welfare will be promptly forwarded to the IACUC for review.  Such changes will not be implemented until the Committee's approval is obtained.  Animals will not be transferred between investigators without prior approval.

Signature (Principal Investigator or Instructor) Date