**GENERAL POLICIES FOR USE OF ANIMALS**

**FOR RESEARCH PROJECTS OR CLASSROOM LABORATORY**

**EXERCISES AT DRAKE UNIVERSITY**

(Revised 12/2022)

**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 [www.drake.edu/iacuc](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.aalaslearninglibrary.org/](http://www.aalaslearninglibrary.org/)

On a timely basis, the investigator will be informed of the IACUC’s action on the application by letter from the AACUC 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 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. You 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 PROTOCOL FOR ACTIVITIES INVOLVING THE USE OF ANIMALS**

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 concerning the care and use of laboratory animals.

Name of Principal Investigator or Classroom Instructor: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Department: Click or tap here to enter text.

Date: Click or tap here to enter text.

1. Title of Project: Click or tap here to enter text.
(If classroom laboratory exercise, state course number, course title, and name of lab exercise): Click or tap here to enter text.
2. Project Type: [ ]  Lab 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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1. Species of animal(s) to be used: Click or tap here to enter text.
2. Total number of animals to be used (list the total for each species utilized over 3 years1; for shorter term projects list the total for that term): Click or tap here to enter text.
*Explain why this number of animals is necessary. Include explanation of why a non-animal model would not work for this study*.
Click or tap here to enter text.
3. Source(s) of animals: Click or tap here to enter text.
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1 3-year approval is not guaranteed. Annual review of all protocols is required with a full resubmission every 3 years.

1. Housing: 1 per shoe box cage:[ ]  2 per shoe box cage:[ ]  Other (explanation required):[ ]
Provide an explanation for any special accommodations or deviations from standard housing. Click or tap here to enter text.
2. Feed: Is standard animal chow per species used: Yes[ ]  No[ ]  (If no, specify diet)
Water: Constant free access to tap water: Yes[ ]  No[ ]  (If no, specify the departure)
*Specify food and water conditions for the animals and explain any departures from constant free access.*
3. The project involves surgical procedures. Yes[ ]  No[ ]

If yes:
 Person directly supervising surgery and anesthesia:
 Will animals be subjected to more than one surgical procedure? Yes[ ]  No[ ]
 *Provide scientific rationale for multiple procedures on an individual animal.*Click or tap here to enter text.
4. Methods and Procedures Performed:
*Describe the methods and procedures of the research project or laboratory exercise and its intended benefits* ***in layperson’s terms****. If this is a teaching lab, describe the educational goals. Describe in detail any surgery and who will be directly responsible for it. Describe any manipulations and procedures to which the animals will be exposed. Where appropriate, describe procedures for reduction of animal harm or distress.*Click or tap here to enter text.

Anesthesia:
*If surgery and anesthesia are involved, state (by generic name) the anesthetic to be used, describe does and rout of administration. Also state who will be directly responsible for the administration of anesthesia. If the use of an anesthetic and/or analgesic would defeat the purpose of the project, include a statement to this effect and explain fully.*
Click or tap here to enter text.

Recovery:
*If the procedure involves survival surgery, describe in detail the postoperative care to which the animals will be exposed and who will be providing it.*Click or tap here to enter text.
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)**Click or tap here to enter text.

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 reasonable 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: <https://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.*Click or tap here to enter text.
5. Complete the following if this proposal will be submitted to an external granting agency:

Name of Granting Agency:Click or tap here to enter text.

Address:Click or tap here to enter text.

Deadline for application:Click or tap here to enter text.

**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 the 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 will not be implemented until the Committee’s approval is obtained. Animals will not be transferred between investigators without prior approval.

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Signature (Principal Investigator or Instructor) Date

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Signature (Department Chair) Date