Policy # BP-03-2012

Policy Title: Responsibilities of the Primary Reviewer

Policy: The Chair typically asks an IACUC Member to be a Primary Reviewer (“PR”) on protocol submissions that are new, 3 year renewals, or major modifications. In the Chair’s absence, or by delegation, the Vice-Chair or an IACUC staff member may make the assignments. Any individual qualified to conduct the review may act as PR, and any member asked to do so may refuse the appointment. Ordinarily, an individual with some background in the type of work being performed will be selected; however, this is not a requirement.

The PR is asked to present a protocol or proposed animal activity to the IACUC at a convened meeting. The PR is authorized to contact the PI, at their discretion, in order to address concerns regarding the protocol or activity. Prior to the meeting if s/he determines that significant issues (e.g. missing information, excessive jargon, poorly written, incomplete design) will prevent the committee from properly evaluating the protocol, the PR has the right to recommend to the Chair that a protocol or modification be postponed to a later meeting. At the IACUC meeting, the Primary Reviewer leads the discussion about the protocol and gives a summary in layman’s terms that includes the following:

- Research objectives, including a brief indication of their relevance to human or animal health or scientific knowledge
- Justification of animal use and why the species/strain is appropriate
- Brief overview of protocol procedures, with a focus on the procedures to be applied to live animals
- Independent review of the number of animals to be used
- Review of any outstanding concerns that need to be addressed by the committee

The PR’s review is supplemented with input from the Attending Veterinarian (or his/her delegate), EHS and other consultants that may have been requested. After discussion, the PR makes a recommendation in the form of a motion for a vote by the committee.