Policy # BP-16-2012

Policy Title: Pre-Review of Protocols

Policy: The IACUC Office conducts a pre-review of all protocols received as new submissions, three year renewals, or protocol modifications. The office assigns a protocol number (in the case of new/renewing protocols), and checks training records and Occupational Health enrollment of all personnel listed on the protocol. The protocol submission is checked for completeness, general readability, required content, and any special areas of concern. The IACUC Office makes notes of any issues of concern, and these notes accompany the protocol submission as it moves through the review process. The IACUC Office may send the protocol out for evaluation by Environmental Health and Safety, Occupational Health, or any required outside consultation.

The Principal Investigator (PI) may be contacted by the office to supply any information found incomplete or missing, and to address any other concerns raised during pre-review. Modified forms may be requested by the office as part of pre-review before assignment to the Primary Reviewer (PR).

Once the submission is deemed complete a PR is assigned by the IACUC Chair or designee, and the IACUC staff send the protocol out concurrently for primary review and veterinary review by the Attending Veterinarian (AV) (or his/her designee). Other consultants may be invited to review the protocol at this time.

The PR or the AV (or his/her designee) have the right to send a protocol back to the PI if s/he determines significant issues (e.g., missing information, excessive jargon, poorly written, incomplete design) will prevent the protocol from being properly evaluated by the committee. The PR or the AV (or his/her designee) may also recommend to the Chair that the protocol be sent for evaluation by EHS, Occ Health, and/or other outside consultation as appropriate.