WAYNE STATE UNIVERSITY
Institutional Animal Care and Use Committee
Application for Use of Vertebrate Animals in Research, Teaching or Testing
Protocol Submission Checklist

Approval of applications for the use of animals in research, teaching or testing is often delayed due to incomplete applications. This checklist is intended as a tool to assist Principal Investigators in the IACUC submission and approval process. The IACUC does not require the completed checklist to be submitted with the application.

PERSONNEL INFORMATION		**Yes**	**No**	**NA**
	Has all administrative information been completed on the application (i.e., list of responsibilities, contact information)?			
	Is either the PI or Co-I marked as working with animals (in order to oversee animal work)?			
	Is the chairperson current?			
Comments:				
SPECIES		**Yes**	**No**	**NA**
Question 1.	If animals are placed in USDA Category E, are they appropriately justified?			
Question 2.	Is the justification for the number of animals provided, and are the numbers consistent throughout the application?			
Question 2.	Are the animals that will be transferred from the expiring protocol to the renewal included?			
Question 2.	If breeding, are breeding pairs and all offspring included in calculations?			
Comments				
GENERAL QUESTIONS		**Yes**	**No**	**NA**
Question 1a.	If this is a renewal, is there a summary of completed work and number of animals used? Is the expiring protocol number updated?			
Question 1b.	Are past adverse effects described, along with steps taken to manage them?			
Comments:				
ARE YOU USING – Contact WSU OEHS if you have any questions (x7-1200)		**Yes**	**No**	**NA**
Question 1.	If biological hazards are mentioned in the Procedures and Non-Procedure Summary, is this checked 'yes' and appropriate hazards listed? Is IBC number provided (if appropriate)? **Note: IBC protocol(s) must be approved before the IACUC protocol can be approved.**			
Question 2.	If chemical hazards are mentioned in the Procedures and Non-Procedure Summary, is this checked 'yes' and are IACUC reportable chemicals listed under 2a? Are the chemical names listed as per the product Safety Data Sheet (no abbreviations or partial names)? **Note: Utilize the *IACUC Reportable Chemical Guide* to determine which chemicals need to be reported on IACUC protocols**			
Question 2b.	If gas anesthesia is listed, is there an appropriate gas scavenging system in place?			
Question 3.	If radiation hazards are mentioned in the Procedures and Non-Procedure Summary, is this checked 'yes' and appropriate hazards listed?			
Question 4.	If physical hazards are mentioned in the Procedures and Non-Procedure Summary, is this checked 'yes' and appropriate hazards listed?			
Question 5.	If controlled substances are mentioned in the Procedures and Non-Procedure Summary, is this checked 'yes'? If relevant, is a current CS protocol is listed?			
Question 7.	If non-pharmaceutical grade substances are mentioned in the Procedures and Non-Procedure Summary, is this checked 'yes' and is their use appropriately justified?			
Comments:				

PURPOSE AND POTENTIAL VALUE		Yes	No	NA
	Aims and significance of the research are clearly defined and in lay language?			
	Has a harm/benefit statement or analysis been provided? Harms should include pain and/or distress due to surgery, food/water restriction, etc.			
Comments				
ANIMAL USE JUSTIFICATION		**Yes**	**No**	**NA**
Question 1a.	If animals are placed in USDA Category D or E, has a literature search for alternatives been accomplished?			
Question 1a.	Is the literature search within 3 months of the submission?			
Question 1b.	Has a justification for the use of animals been described (i.e., why non-animal models cannot be used)?			
Question 1c.	Has a justification for species been described (i.e., why lesser species cannot be used)?			
Question 1d.	Have they explained why different models or procedures that may produce less pain or use fewer animals cannot be used?			
Question 2.	Is the justification for group sizes provided? These should be either by power analysis, quantity of cells/tissues needed, etc.			
Comments				
ANIMAL BREEDING, HOUSING & CARE		**Yes**	**No**	**NA**
Question 3.	Have unusual phenotypes been listed and described for transgenic animals?			
Question 4.	Has special care or monitoring been described for transgenic animals?			
Question 5.	If there will be housing outside of DLAR, has this been justified (5d)? Has the length been specified (5c)? Has signed a Housing Agreement been submitted in e-Protocol?			
Question 7.	Are changes to standard caging requirements listed and appropriately justified?			
Question 8.	Is special food and/or water listed?			
Question 9.	If single housing is to be used, is it appropriately justified?			
Question 10.	If enrichment is to be withheld, is it appropriately justified?			
Question 11.	Is the acclimation period in line with "Acclimation of Animals" SOP? If not, is it justified?			
Question 13.	Is transportation of animals appropriately and clearly described, including purpose (13.3) and any use of personal transport (13.8))?			
Comments:				
PROCEDURES		**Yes**	**No**	**NA**
	Are all procedures described in the Non-Surgical Procedure Details, listed in this section?			
	Are the USDA pain categories appropriate for all procedures listed? See guideline.			
	For blood withdrawal, is the volume, frequency, withdrawal site(s) and method listed?			
	Are all administered substance including the dose, volume, duration frequency of administration, and route clearly described and consistent with the described procedures throughout the protocol? Are they under each procedure in the Drug tables?			
	If the study involves the restraint of animals, are all methods of restraint listed, including chemical restraint methods?			
	If the study involves the restraint of animals, is restraint justified? Are the animals observed during the period of restraint?			
	If the study involves food/fluid restriction or regulation, is it justified? Will weight be recorded at least weekly? Are appropriate monitoring procedures described?			
	If the animals are in USDA Category D, are the analgesic and/or anesthetic agents listed?			
	For surgical procedures, are pre/intra-operative versus post-operative analgesics clearly defined and in line with procedure text?			
	For surgery, are pre-surgical plans developed (e.g., location, supplies, anesthetic and analgesic use, peri-operative care) and in accordance with established policy?			
	Are there procedures for monitoring and ensuring anesthesia and analgesia in place?			
Comments				

SURGERY RELATIONSHIPS		Yes	No	NA
Question 1.	If this protocol involves multiple survival surgeries, are they scientifically justified and described appropriately?			
Question 2.	Is the sequence and timing of the surgeries and how they relate to each other described? If multiple surgeries will be conducted on some or all of the animals, is enough detail provided to understand what each animal will undergo?			
Comments:				

NON-SURGICAL PROCEDURE DETAILS		Yes	No	NA
Question 1.	Are all procedures described completely and, in enough detail, to replicate the experiment?			
Question 1.	Does the procedure narrative match the Schedule of Procedures and list of Procedures?			
Question 2.	Are all possible adverse effects listed, including how they will be monitored?			
Question 3/4.	Is post-anesthetic care described and appropriate for the species and procedure(s)?			
Comments:				

SCHEDULE OF PROCEDURES		Yes	No	NA
.	Is there a flowchart or timeline that clearly describes the schedule of procedures from beginning to end? Are all procedures listed in chronological order for each experimental group, their frequency, and time points over the course of the experiment?			
Comments:				

EUTHANASIA		Yes	No	NA
Question 1.	Are the criteria for euthanasia (i.e., humane endpoints) appropriate and complete?			
Question 2.	Is the method(s) of euthanasia for the animal/species appropriate and consistent with AVMA Guidelines? Does this section include all methods of euthanasia described in the protocol text?			
	Has a secondary method of euthanasia (i.e., to ensure death) been included?			
Question 3.	Have you listed all personnel performing euthanasia?			
Comments:				

ATTACHMENTS		Yes	No	NA
	If there is an associated IBC protocol, are the following documents attached? • IBC approval letter (pdf downloaded from approved protocol under "event history") • Approved AHAFII form (last page of approved in vivo SOP document)			
	If using human cells (established or primary), have you completed an attached an AHAFII – Biological form? **Note: Please refer to the IBC Memo on working with Human Cell lines and Tissue in Rodents for further information**			
	If you are using IACUC reportable chemicals, and there is potential DLAR staff exposure, have you attached a completed AHAFII – Chemical form for each chemical listed on the protocol? **Note: Multiple IACUC reportable chemicals with shared hazards can be grouped onto a single AHAFII document.**			
	If there is an associated RSC protocol, is the following document attached? • RSC approval letter (pdf downloaded from approved protocol under "event history")			
Comments:				