**IACUC Frequently Asked Questions**

***General Information***

**What are the general training requirements for an IACUC application?**

Training is required by all personnel listed on the protocol and is completed in three stages: Core Training, Species-Specific Training, and Hands-on Training.

Both core training and species-specific training are required tri-annually and completed via the CITI Program (click to download instructions). The **CITI Animal Care and Use Courses** meet United States Department of Agriculture (USDA) and Office of Laboratory Animal Welfare (OLAW) requirements for basic training in the humane care and use of animals.  CITI is a well-respected, web-based training product that was designed by, and is updated and maintained by, a number of nationally known research professionals.  CITI is based at the University of Miami.  It is designed around topic-specific modules, each followed by a short quiz.  The core courses will take approximately 3-4 hours to complete, while each specialized species or model specific course will take approximately 45-60 minutes to complete.  Please note that the courses do not have to be completed in one sitting.  CITI is user-friendly and available 24 hours a day, 7 days a week.

**Do all personnel members have to take the same training?**

CITI training is only required for the personnel members who will be performing the task/procedure (i.e., Only those performing aseptic surgery are required to take the aseptic surgery course). When entering the names of your personnel members, please remember to specify which procedures each member will be responsible for. Please be specific and double check for accuracy, otherwise we won't know who needs the training.

**What are the occupational health and safety training requirements for an IACUC application?**

1) All research personnel must view the [Allergy & Zoonosis](https://integrity.uncg.edu/wp-content/uploads/2020/12/Allergy_Zoonosis-training_for-UNCG-2018.pptx) and [Animal Care and Use](https://integrity.uncg.edu/wp-content/uploads/2020/12/Animal-Care-and-Use-Training-UNCG-2015.pptx) training materials.

2) All animal users must have an [Occupational Health Initial Screening Form](https://integrity.uncg.edu/wp-content/uploads/2012/08/Occ-Health-Initial-Screening-Form2.doc)  completed through the UNCG Anna M. Gove Health Center. Once the form has been completed, please send the completed form to Dr. Traci McMillian in Student Health Services by inter-office mail or by fax at 336-334-5343.

\***PLEASE NOTE**: Faculty and staff will be charged a nominal fee, and the department will be billed by interdepartmental mail following the completion of the form. Students who pay a health fee will receive a discounted rate.

**After all required training mentioned above is complete and the protocol is approved, all animal users on the protocol must be assessed by the Attending Veterinarian and/or the qualified training staff at the animal facility for competency for all techniques approved within that protocol at the beginning of their work.**

***Submissions***

**How do I submit a NEW application?**

* Login to the [Cayuse Animal Oversight](https://uncg.esirius.cayuse.com/) electronic system to begin a new study submission.

**Does an IACUC application require a Departmental Scientific Merit Review?**

It is ***required*** that a new protocol have a Departmental Scientific Merit Review completed prior to submission to the IACUC. A Departmental Scientific Merit review can be helpful in order to evaluate the proposal for adequacy of the following areas:

1. **Significance**: Does the project address an important problem in the field?
2. **Investigator**: Are the PIs and other researchers capable of carrying out the project?
3. **Innovation**: Do the experiments challenge current scientific paradigms
4. **Approach**: Are the overall strategy, methodologies, and analyses appropriate to accomplish the specific aims of the project
5. **Environment**: Is the scientific environment adequate for successful completion of the work?

**How long will the submission process take?**

* It is highly recommended that a consultation with the IACUC Attending Veterinarian and/or the Facility Operations Manager take place ahead of submitting your IACUC protocol. Please contact ori@uncg.edu to obtain this contact information.
* ALL NEW IACUC protocols will be seen by the full committee. Your IACUC application will be reviewed by the ORI for training and occupational health records, the Attending Veterinarian, and amended if requested, before it will be reviewed by the committee. In order to get your new study reviewed at the next IACUC meeting, please allow at least two weeks of review time and make sure all requested changes are made at least eight (8) working days ahead of the next scheduled IACUC meeting date.
* Amendments and Annual Reviews will be reviewed by the Designated Member review process and will not need to go to the full committee unless otherwise specified by the reviewing members.

**How will communication of stipulations or approvals occur?**

* All communication will be done within the Cayuse system or by email from the IACUC or the ORI.

**How do I submit Personnel and Protocol Amendments?**

* Login to the [Cayuse Animal Oversight](https://uncg.esirius.cayuse.com/) electronic system to begin a personnel/protocol amendment. Highlight your protocol and click “Start an Amendment”. Click the section that you would like to modify, add your changes, and save. For personnel amendments, scroll to the personnel section and add the new member(s). Before submitting, be sure to specify which procedures each personnel member will be responsible for. This helps to ensure each personnel member receives the correct training. **It is possible that the person you want to add may not yet be in the Cayuse Contact List. To have them added to the system, please email** [**ori@uncg.edu**](mailto:ori@uncg.edu) **with each person’s name and email address. Be prepared to provide appropriate CITI training and occupational health documentation.**

**When is an amendment required?**

* All changes to an approved protocol, both major and minor, should be reviewed by the IACUC via an amendment. Personnel changes still require an amendment via Cayuse but are approved administratively and receive the lowest level of IACUC review. All other amendments will receive some level of IACUC review: either designated member review or full body review. Turnover time usually depends on the scale of the requested change. Please email [ori@uncg.edu](mailto:ori@uncg.edu) for clarification.

**How do I request an animal transfer?**

* Please fill out this [Animal Transfer Form](https://integrity.uncg.edu/wp-content/uploads/2020/12/Animal-Transfer-Form.doc) and submit to the Animal Facility Manager. The Animal Facility staff will review and process the transfer.  This should take no longer than 2-3 business days, and it is recommended that the transfer be requested with consideration of this time frame.

***Animal Facility***

**How do I obtain space for use at the animal facility?**

Please complete the [Application for Space Assignment in the Animal Facility](https://integrity.uncg.edu/wp-content/uploads/2020/12/Application-for-Space-Assignment-in-the-Animal-Facility.doc)

**How do I order animals for my research?**

For animal ordering, please fill out this [Animal Order Form](https://integrity.uncg.edu/wp-content/uploads/2020/11/Animal-Order-Form-2017.docx), and contact the facility manager at 336-334-5277 for assistance.

**Does the animal facility offer any training in animal procedures?**

YES, Animal use procedure training is available on-site.

This can be scheduled by calling 336-334-5277

**Who do I contact if I still have questions?**

* For all IACUC related questions, please contact [ori@uncg.edu](mailto:ori@uncg.edu).