

University of Puerto Rico
 Medical Sciences Campus
 Institutional Animal Care and Use Committee

Required Documents for IACUC Protocol Review Process

Documents	Initial Submission	Renewals 2, 3, 5, 6, 8, 9, 11, 12, 14 years	Renewals 4, 7, 10, 13 years	Major Amendment	Minor Amendment
Forms					
Animal Study Proposal	X		X	X*	
Animal Study Renewal		X			
Minor Modification Request					X
Original	X	X	X	X	X
Three (3) hard copies	X	X	X	X	X
PDF copy ¹	X	X	X	X	X
Form signed by					
Principal Investigator (PI)	X	X	X	X	X
Veterinarian	X		X	X	X ⁴
Animal Facility Manager	X		X	X	
Searches					
Summary/Conclusion explaining Searches	X	X	X		
Print screen of 1 st page search engines ²	X	X	X		
Two (2) different non-duplicative search	X	X	X		
Two (2) different alternative search ³	X	X	X		
Training Certificates	X	X	X		X [#]
Other					
Grant Proposal	X				
Progress Report			X		
Health Certificates ⁵ (Issued by the MSC's Occupational Health Ofi.)	X	X	X		X [#]

Forms must be completed in all parts and submitted with the required documents on or before the established deadline.

* = For major amendment, the PI will only fill the parts that correspond to the major modification in the animal study proposal form. Parts that will not be modified must be filled with the words; Non Applicable or NA.

¹ = PDF format must be sent to iacuc.rcm@upr.edu

² = print screen of the first page for each search engine

³ = **ONLY** if the protocol falls under category D or E of the USDA Classification of Pain and Distress

⁴ = only if animal procedures are modified

⁵ = Key personnel must complete the Follow-Up Health History Form and submit it to the MSC's Occupational Health Office

= For all key personnel **ONLY** if there is a change or addition in personnel