**INSTRUCTIONS FOR COMPLETING THE ANIMAL STUDY RENEWAL FORM**

1. ***Complete all parts of this form***. Indicate those sections of the form that are not applicable to your study by writing N/A. There can be **NO CROSS REFERENCE**.
2. All survival surgery requires a record of postoperative care for each animal. Sites where survival surgeries are performed are subject to inspection twice a year by members of the Institutional Committee (IACUC). The postoperative records must be available during site inspections.
3. Sites where animal procedures are conducted may be inspected at the discretion of the IACUC committee. These include, but are not limited to, areas of behavioral testing, non-survival surgeries, physiological measurements, pharmacological manipulations and blood withdrawals.
4. Submission of the Animal Study Renewal Form to the IACUC does not guarantee its approval.
5. All animal use, handling, and/or research require IACUC approval before it is initiated.
6. Submit **the original** Animal Study Renewal Form with **three copies.**
7. Note: Incomplete ASRF’s without all required attachments will not be evaluated until they are completed.

|  |
| --- |
| Please review the following checklist before submitting to the IACUC. You should attach these documents to this application. Then submit **original** with **3 copies** of the proposal to the IACUC**.**  **Transmittal Letter**  **Signatures**. Prior to submitting the completed Animal Study Renewal Form to the IACUC, it must be signed by the PI.  **Copy of Certificates that apply** (for all key personnel handling animals). All individuals working with animals need to fulfill the IACUC educational requirement.  Personnel working with animals are also required to take an educational session of the particular animal species they will be using in their experiments. These sessions do not expire. However, if you have not used animals within a year after of the approval of your protocol, you must retake the corresponding training sessions. You must include a photocopy of the certification of those animal educational sessions that you and your personnel have attended. Without this evidence the IACUC will not process your Animal Study Proposal Form. Persons that are in the process of taking these courses must indicate so in the application and must inform the IACUC Chairperson prior to submitting this application.  *Non-Human Primates Lecture*  *Rat & Mouse Lecture and Wet Lab*  *Hamster and Gerbils Lecture and Wet Lab*  *Rabbits Lecture and Wet Lab*  *General Session and Occupational Health.* The General Session expires in 3 years. All personnel working with animals are required to retake this section to keep them informed of any NIH or USDA policy change regarding the use and care of animals in research.  *Aseptic Surgery.*  Investigators performing survival surgery must take the Aseptic Animal Surgery Session at least once.    **Certificate of Participation in the Animal Exposure Surveillance Program:** written assurance issued by the Occupational Health Clinic or Students Medical Services must be submitted to the IACUC as part of the documentation. Written assurance is valid for 1 (one) year.  **Perform two literature searches for non-duplicative efforts**, using two different search engines, results and keywords. Submit copy of the two literature searches conducted to demonstrate that your experiments will not duplicate previous work. ***Provide just the 1st page, and a conclusion explaining the findings of the search results.***  **Perform two literature searches to minimize pain and distress if your experiment falls under category D or E** of the “USDA Pain and Distress Classification”. Submit copy of the two different search engines, results and keywords (for USDA Classifications D or E only).  ***Provide a conclusion explaining the findings of the search results.*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Administrative Information** | | | IACUC Number: | |
| Name of Principal Investigator | Telephone | | | Extension |
| Title of Project | | | | |
| E-mail address | Fax Number | | | |
| Mailing address | | | | |
| 1. **Year of the Renewal Requesting** *(For 4th, 7th ,10th &13th year renewals submit the Animal Study Proposal Form)* | | | | |
| **2nd year renewal**  **5th year renewal  8th year renewal  11th year renewal**  **year renewal**  **3rd year renewal  6th year renewal  9th year renewal  12th year renewal** | | | | |
| 1. **Project Status** | | 1. **Common and Scientific Name of Animal Species Used** *(strain if applicable)* | | |
| Active  Inactive  Project never initiated | |  | | |
| 1. **Modifications** | | | | |
| **No  Yes (**Include Minor Modification Request Form or the Animal Study Proposal Form if it’s a major modification) | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **F. Number of Animals Used (per year)** | | | | | | | |
| Species | Protocol Year | Sex  (M/F) | Weight (age) | a)  Approved (+ balance from previous year, if applicable) | b)  Added by Amendment | c)  Total Used | Balance for next year (a+b-c) |
| Common name of animal species used or to be use. | Year 1  (4 or 7) |  |  |  |  |  |  |
| Year 2  (5 or 8) |  |  |  |  |  |  |
| Year 3  (6 or 9) |  |  |  |  |  |  |
| Total number of animals for three years of the study \* | | | | | | |  |

\*If they are the same animals during the whole period, please specify.

|  |
| --- |
| 1. **Mark Which of the Literature Searches Applies to Your Study** |
| **Perform two literature searches for non-duplicative efforts**, using two different search engines, results and keywords. Submit copy of the two literature searches conducted to demonstrate that your experiments will not duplicate previous work. Do not include abstracts. ***Provide a conclusion explaining the findings of the search results.***  **Perform two literature searches to minimize pain and distress if your experiment falls under category D or E** of the ÜSDA Pain and Distress Classification”. Submit copy of the two different search engines, results and keywords (for USDA Classifications D or E only). Do not include abstracts.  ***Provide a conclusion explaining the findings of the search results.*** |
| 1. **Brief Summary of Annual Renewal Application** |
| 1. State whether there were any delays or problems in meeting your study objectives in the proposed time frame.   **No**  **Yes** (*If yes, describe the nature of these delays or problems)*.     1. Within your objectives or aims from your proposal, describe **briefly** where you are today, explain at which point of the investigation’s aims are you in at the present moment. What is the status of each aim? |
| |  | | --- | | 1. **Additional personnel that will handle animals** | | |  |  |  |  | | --- | --- | --- | --- | | List the names of all individuals authorized to conduct procedures involving animals under this proposal and identify key personnel (e.g. co-investigator(s), providing their department, telephone and e-mail) | | | | | Name | Department | Telephone | E-mail | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |
| ***I certify that all information provided is true and correct to the best of my knowledge:*** |
| Signature       Date |