**I. Principal Investigator**

 Section completed? \_\_\_\_\_\_

 Is the PI a faculty member or Dept Head? \_\_\_\_\_\_

**II.** **Project/Grant/Course Number and Title**

 Section complete? \_\_\_\_\_\_
 Is the title descriptive of the project? \_\_\_\_\_\_

**III. SPECIES, NUMBER OF ANIMALS, AND USE CATEGORY**

Is the table filled out with complete species name information? \_\_\_\_\_\_\_\_
Is the number of animals listed, and does it match the protocol given later? \_\_\_\_\_\_\_\_

Does the USDA category make sense given the protocol? \_\_\_\_\_\_\_\_

Is the justification for USDA category D&E present, and do you agree? \_\_\_\_\_\_\_\_

**IV. DESCRIPTION OF PROJECT**

**A**. **The aims and objectives of the work**.

Are the scientific goals (both general and specific) explained clearly? \_\_\_\_\_\_\_\_

If there are educational goals involved, are they also explained clearly? \_\_\_\_\_\_\_\_

Is the protocol language accessible to the layman? \_\_\_\_\_\_\_\_

**B.** **The significance of this work and expected outcomes**.

Is the scientific and/or educational significance of this work clearly explained? \_\_\_\_\_\_\_\_

Are the outcomes of the project clearly listed? \_\_\_\_\_\_\_\_

Is this section understandable to the layman? \_\_\_\_\_\_\_\_

Does the significance merit the use of animals? \_\_\_\_\_\_\_\_

**V. JUDICIOUS USE OF ANIMALS**

1. **Provide a rationale for the selection of the animal species that will be used in this project.**

Is it clear why this species was chosen for this project? Is it reasonable? \_\_\_\_\_\_\_\_

Does the PI and/or other personnel have experience with the species or
closely related taxa? \_\_\_\_\_\_\_\_

If the personnel are inexperienced, is it clear that they are capable
of handling the project? (e.g. training, etc.) \_\_\_\_\_\_\_\_

**B. Provide a rationale for the number of animals.**
Is it clear why the number of animals described was selected? \_\_\_\_\_\_\_\_

 Is it clear how many animals will be used for each procedure or
treatment group? \_\_\_\_\_\_\_\_

**C. Alternatives Search**

Has a database search been conducted for alternative methods
(including models and simulations) for this project? \_\_\_\_\_\_\_\_

 Are the details of the search provided (date, search terms, database name)? \_\_\_\_\_\_\_\_
Are the results of the search(es) summarized or shown in some way? \_\_\_\_\_\_\_\_

 If no models or alternatives are available, do the results of the search
support that the method proposed is appropriate? \_\_\_\_\_\_\_\_

 If there are educational goals, has a search been conducted to determine if
pedagogy is effective? \_\_\_\_\_\_\_\_

**VI. SOURCES, HUSBANDRY, AND LOCATION OF ANIMALS**

**A.** **How will animals be acquired**?
Is the source of the animals given? \_\_\_\_\_\_\_\_

Is this animal available from a reputable vendor, and is it being acquired from one? \_\_\_\_\_\_\_\_
Are the animals coming from a NMU colony (and is this appropriate)? \_\_\_\_\_\_\_\_

1. **Housing conditions**
Is there an approved standard operating procedure (SOP) that covers

 housing for these animals? \_\_\_\_\_\_\_\_

If there is an SOP, is it appropriate to this project? \_\_\_\_\_\_\_\_

*If no SOP…*

Is the animal cage or tank described appropriately \_\_\_\_\_\_\_\_

Are housing conditions appropriate for the species (cage size, bedding, air/water
provision, lighting, temperature, humidity, noise levels, security, etc.)? \_\_\_\_\_\_\_\_

Is enrichment provided? \_\_\_\_\_\_\_\_

Are the animals going to be fed appropriately for their species? \_\_\_\_\_\_\_\_

Is water available appropriately (bottle, bowl, damp cloth, etc.)? \_\_\_\_\_\_\_\_

How will animal health/condition be assessed? \_\_\_\_\_\_\_\_

Is the pattern of feeding, watering, health checks described and
is it appropriate for the species? \_\_\_\_\_\_\_\_

Is the pattern of cage/tank care described and is it appropriate for cleanliness? \_\_\_\_\_\_\_\_

Is there a means for record keeping of animal care activity? \_\_\_\_\_\_\_\_

Is there a description of the duration of housing? \_\_\_\_\_\_\_\_

Are there any identifiable deviations from the *Guide for Animal Care and*

 *Use of Laboratory Animals*? \_\_\_\_\_\_\_\_

Are you comfortable with the housing and care provided for these animals? \_\_\_\_\_\_\_\_

1. **Will the animals undergo multiple survival surgical procedures**

Is the appropriate box on the form checked? \_\_\_\_\_\_\_\_

If yes, is sufficient justification provided? \_\_\_\_\_\_\_\_

**E. Will any animals from this protocol be used in other projects at a later date?**
 Is the appropriate box on the form checked? \_\_\_\_\_\_\_\_
 *If yes, Primary reviewer should point this out to IACUC chair*

1. **Will this project use dogs, cats, nonhuman primates or farm animals?**
Is the appropriate box checked? \_\_\_\_\_\_\_\_

If yes, are quarantine and conditioning procedures described? \_\_\_\_\_\_\_\_

If yes, are selection criteria for animals described? \_\_\_\_\_\_\_\_

**G/H/I.** **Locations**
Is the location of the animal housing facility provided (incl building and room)? \_\_\_\_\_\_\_\_

Is the location of the animal surgery area provided (if applicable)? \_\_\_\_\_\_\_\_

 Is the location of the laboratory where experiments will be conducted provided? \_\_\_\_\_\_\_\_

 If field work is involved, is the location described? \_\_\_\_\_\_\_\_

**VII. EXPERIMENTAL PROTOCOL**

**Procedure**
Is this section filled out? \_\_\_\_\_\_\_\_

Is the experimental procedure using the live animals clearly described from beginning
to end (starting with their removal from their housing area)? \_\_\_\_\_\_\_\_

Is the language used accessible to the layman? \_\_\_\_\_\_\_\_

Is it clear how many, and which, animals will be used in different areas of the protocol?\_\_\_\_\_\_\_

Is it clear what will be done to each individual and over what time frame? \_\_\_\_\_\_\_\_

Are there extra animals that are not accounted for? \_\_\_\_\_\_\_\_

Are there too few animals included? \_\_\_\_\_\_\_\_

If tissues are being collected it is not necessary to have a complete protocol
 for how they will be used, but is it clear that they are necessary and will lead
 to the expected outcomes (i.e. some protocol will likely be needed)? \_\_\_\_\_\_\_\_

Is animal comfort (including stress relief) adequate? \_\_\_\_\_\_\_\_

Is the protocol appropriate to the aims of the project? \_\_\_\_\_\_\_\_

Will the protocol lead to the objectives stated? \_\_\_\_\_\_\_\_

Does the outcome justify the level of animal impact? \_\_\_\_\_\_\_\_

Are the three Rs addressed (Replacement, Reduction, Refinement)? \_\_\_\_\_\_\_\_

Do the personnel have the required skills to perform this procedure OR have a
means to acquire them? \_\_\_\_\_\_\_\_

Are you comfortable with the welfare of the animals being used in this procedure? \_\_\_\_\_\_\_\_

 **Pharmacological Agents**

 Are any/all drugs used listed in this section? \_\_\_\_\_\_\_\_

Is it clear what the role/function of each drug/chemical is in the project? \_\_\_\_\_\_\_\_

Is the route of administration provided, and is it appropriate? \_\_\_\_\_\_\_\_

Is the dosing of each agent provided, and is it appropriate? \_\_\_\_\_\_\_\_

Is it clear how animals will be monitored following drug administration? \_\_\_\_\_\_\_\_

 **Euthanasia**

What method of euthanasia will be used? \_\_\_\_\_\_\_\_

*(Note: a method of euthanasia is always necessary, even if the intent is to
not sacrifice the animals.)*

Is the method stated the most appropriate method for the animal species
 involved and the protocol proposed? \_\_\_\_\_\_\_\_

What are the criteria used to assess that the animal is dead? \_\_\_\_\_\_\_\_

Are there any exceptions to the guide or other policies or procedures
related to euthanasia? \_\_\_\_\_\_\_\_

**Adverse Effects**
Are possible adverse effects clearly stated? \_\_\_\_\_\_\_\_

Are methods of mitigating potential adverse effects explained clearly? \_\_\_\_\_\_\_\_

 **State and Federal Assurances for Field Studies**

 Is this species/protocol governed by outside assurances (permits etc.)? \_\_\_\_\_\_\_\_

 If so, are these permits described in this section? \_\_\_\_\_\_\_\_

 If so, has the PI acquired the necessary permits/permissions? \_\_\_\_\_\_\_\_

 **Other**

If this section is completed, are the other issues described
appropriately and do you find them acceptable? \_\_\_\_\_\_\_\_

**VIII. PERSONNEL INVOLVED IN PROJECT**

Is this section completely filled out for all involved personnel? \_\_\_\_\_\_\_\_

Is it clear in the protocol how these individuals will be involved in the project? \_\_\_\_\_\_\_\_

Is the training of the personnel appropriate for their activities? \_\_\_\_\_\_\_\_

Is the training of the personnel appropriate for the animal species involved? \_\_\_\_\_\_\_\_

**IX. OCCUPATIONAL SAFETY AND HAZARDOUS MATERIALS**

Does the work require the use of hazardous agents (including those that
 may not yet have been completely reviewed)? \_\_\_\_\_\_\_\_

Are the potential hazards for each agent listed and described
 clearly (in laymens terms)? \_\_\_\_\_\_\_\_

Is the MSDS provided for each agent rated greater than Level 1
 or unclassified agent (to IACUC chair)? \_\_\_\_\_\_\_\_

Are biohazards involved? \_\_\_\_\_\_\_\_

If biohazards are involved, what is their level? \_\_\_\_\_\_\_\_

Are appropriate precautions clearly described for all
 agents (including biohazards)? \_\_\_\_\_\_\_\_

Are the facilities and procedures described previously sufficient to
 provide a safe environment for both animal and humans given the
 hazardous materials involved in the project? \_\_\_\_\_\_\_\_

**SIGNATURES AND SCIENTIFIC REVIEW SECTION**

Are all the appropriate signatures provided (to the IACUC chair)? \_\_\_\_\_\_\_\_

Are you comfortable with the process for review of scientific merit
 (dept head, funding agency, alternative scientific expert)? \_\_\_\_\_\_\_\_