

William S. Middleton Memorial Veterans Hospital  
IACUC Policy #11-13

### **Protocol Forms for Submission to the IACUC**

**Policy:** The Institutional Animal Care and Use Committee (IACUC) require all Principal Investigators submitting new protocols to use a specific protocol form for submission to the Committee. These forms ask questions that normally come up during Committee reviews of the protocol. The ACORP and any appendices that are required should be obtained from the IACUC Coordinator. As of the revision of this policy, the current update of the animal protocol is ACORPv3rev11 (no longer accepted as of 12/03/13) must use ACORP v4 local revision 1. This version number appears on the first page of the protocol underneath the bolded heading "Animal Component of Research Protocol." The revision number changes occasionally as the IACUC clarifies specific reoccurring issues that arise in reviewing ACORPs.

The ACORP consists of a main body and appendixes that are to be completed only if applicable. Appendixes not being used by the PI should be deleted. Once completed, the ACORP should be emailed to the IACUC Coordinator, who will initiate the pre-review process that occurs prior to the next scheduled Committee meeting.

A "new" protocol is any new animal or renewed animal protocol submitted to the IACUC. "New" may involve new studies not previously covered by a protocol or a 3-year renewal of an existing protocol. It may also cover new experiments being proposed for animals to be bought and housed at the VA Animal Research Facility (ARF). Or, it may cover experiments previously approved by the UW Research Animal Resources Center (RARC) that now must be reviewed by the VA if any of the following changes are being proposed: (a) animal housing is being moved **from** the UW **to** VA housing, (b) animal procedures proposed to be moved from a UW procedure room to a VA procedure room, or (c) funding source has changed from UW to the VA funded grant.

In most circumstances cited above, the protocol form to be completed by the investigator is the VA Animal Component of Research Protocol (ACORP) form. In defined, rarely occurring cases, the IACUC will accept and review the UW's protocol form. This may occur with studies involving no VA animal housing and no VA funding, but with living animals that are brought to the VA where terminal procedures are performed.

Protocols in which **ONLY** animal tissue is brought to a VA lab for analysis (and housing is UW and funding is UW) do not need to be submitted to the VA IACUC for review.

### **Responsibilities:**

#### **1. Role of the Investigator**

All investigators submitting new protocols to the IACUC must use the most current VA ACORP version unless they have obtained prior approval from the IACUC Coordinator to use the UW protocol form. If use of the UW protocol has been approved, the PI will also have to complete a brief "VA Addendum." This document summarizes a few important questions covered on the VA ACORP form that are not covered on the UW protocol form template.

## **2. Role of the Veterinary Medical Consultant (VMC)**

The VMC will complete a pre-review of the protocol and will note questions or issues that need to be addressed, if possible, before the next scheduled Committee meeting. The IACUC Coordinator will transmit the VMC's comments to the Principal Investigator, for him/her to revise the protocol in accordance with the concerns raised.

**Questions:** Any questions on this policy should be directed to the A.O. (280-7222).

**Effective date:** The concept of this policy was approved at the IACUC meeting on 3/30/01; actual wording of it was approved at the IACUC meeting on 7/27/01. It was updated at the IACUC meeting on 11/27/01, then again at the IACUC meeting on 07/11/05. Changes related to the IACUC Coordinator name and number of appendixes included in the current ACORP were approved at the IACUC meeting on 7/7/08, and the policy number was changed from #11-01 to #11-08. The policy was reviewed and approved at the 9/08/2008, 7/13/2009, 6/28/2010, 3/07/2011, 7/11/12, & 11/06/13 IACUC meetings.