**Berry College Institutional Animal Care and Use Committee (IACUC)**

All applications must be approved prior to the initiation of any research involving vertebrate animals.

If you have questions, contacting the IACUC – Chair or College Veterinarian at IACUC@berry.edu is encouraged.

**Check List**

Check list for on-line submission of documents required for IACUC consideration of an IACUC Protocol Review Form for any research involving vertebrate animals.

 [ ]  Completed the PDF, Request for Protocol Review form.

 a. All sections of the form completed.

 b. All signatures obtained.

 c. PDF file saved and labeled as: [Last Name]-IACUC project proposal

 [ ]  Provide a PDF copy of a current certificate of completion of the CITI - IACUC training module *Working with the IACUC.*

 [ ]  Submit the two documents to IACUC@berry.edu .

**Supporting Information**

1. All sections of the Request for Protocol Review that have text boxes must be completed. If the component for that section is not applicable, type NA in that text box. For example, if the project does not involve euthanasia, simply type NA for those questions. If your project does not involve any substance administration, type NA in the first box for that section.

2. You must complete the CITI basic training module entitled, *Working with the IACUC*. A copy of the certificate of completion for the Principle Investigator (PI), must be included with submission of the Request for Protocol Review form.

a. **Training Procedure:** Berry College has contracted with the Collaborative Institutional Training Initiative at the University of Miami (CITI) for online training. To complete your training, proceed to www.citiprogram.org. Once at the CITI site, please register and set up a user id and password. When ready to complete your training, following the initial directions and choose “Researcher” under the Laboratory Animal Welfare user group. You must complete the basic training module, *Working with the IACUC*. It typically requires 30-45 minutes. The CITI certificate of completion for animal care and use modules is 3-years.

b. **Other Personnel:** A research protocol submitted with a current certificate of training for the PI will be evaluated and may receive “contingent approval”. If additional personnel are included as authorized individuals, the PI is responsible to forward a PDF copy of a current certificate of completion of the CITI-Research-basic training for all personnel listed to receive the “approval” designation. Submissions of this information can be forwarded to IACUC@berry.edu . No research project can be initiated without the approval designation.

3. The last two pages of the Request for Protocol Review are intended for electronic signatures from the PI, Department Chair and School Dean. The applicant should obtain all signatures before submitting the document for IACUC consideration.

 Recommended Procedure for Obtaining Signatures:

1. Principle Investigator (PI) send the completed PDF Protocol to the vet to review and approve. The vet returns signed form to the PI.
2. The PI sends the vet approved PDF Protocol Review form to the Department Chair for signature.
3. The Departmental Chair sends the signed PDF Protocol Review Form to the Dean for signature.
4. Dean sends signed PDF Protocol Review form and submits to IACUC@berry.edu for review and approval.