

Veterinary Verification and Consultation for Significant Changes and other Minor Changes to an Approved Project

POLICY

To reduce paperwork, minimize delays, and to be consistent with NIH guidance on Veterinary Verification and Consultation (VVC) and minor changes to an already approved project, the IACUC has developed this policy. This policy does not apply to USDA covered species.

The approval of these changes can be sent immediately upon notice from both the Attending Veterinarian and the IACUC Chair or the Office of Research Compliance (as defined below) and are not subject to a hold period. Any reviewer can request a modification to secure approval, request the submission of a full amendment form, or request full board review of a request.

Responsibilities:

- Office of Research Compliance
 - Facilitate the review of minor changes
 - Maintain record of changes and notify the IACUC in the "Notification Section" on the agenda
 - Facilitate ongoing review of this policy
 - Report deviations from the policy to regulatory agencies and accrediting bodies
 - Approve the following changes:
 - Correction of typographical errors; correction of grammar; and contact information updates
 - Changes in personnel other than the Principal Investigator. Changes in personnel must be made using the Addition of Personnel form.
- IACUC
 - Ensure investigators are educated about this policy
 - Review the policy at appropriate intervals
 - Investigate concerns related to this policy
- Principal Investigators
 - Submit supporting documents
 - Maintain records related to proposed changes
- Attending Veterinarian and IACUC Chair
 - Changes that can be approved with the approval of both the IACUC Chair and Attending Veterinarian:
 - Total increase in animal number for animals not regulated by USDA that does not exceed 10% of the number already approved by the IACUC. (*This is not intended for large increase in animals and prior authorization from the facility manager/director should be obtained to ensure the additional animals can be accommodated*)

- Changes in stock, strain, or genetic modification, unless the new stock, strain, or modification results in abnormalities that require special support
- Changes to house or use animals in a location that is currently used for the same purpose and is part of the animal program overseen by the IACUC
- Changes that would not result in greater discomfort or invasiveness to the animal, in general, this includes changes as follows (*Anesthesia, analgesia, sedation, or experimental substances, Euthanasia to any method approved in the AVMA Guidelines for the Euthanasia of Animals, duration, frequency, type, or number of procedures performed on an animal*)*

If a Principal Investigator is concurrently submitting changes that can be reviewed by the ORC and the Attending Veterinarian and IACUC Chair, all changes must be approved by the Attending Veterinarian and the IACUC Chair.

*The Attending Veterinarian reserves the authority to independently review and approve these changes, per NIH policy, should it be necessary.

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-063.html>

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-126.html>