

University of Northern Colorado
Animal Use Protocol – Annual Review and Renewal
Revised March 2008

The IACUC is responsible for conducting an annual review of activities that were conducted during the year on each approved three-year animal use protocol. This form should be used to provide adequate detail to allow the IACUC to understand the activities that were undertaken and determine that the work conducted during the previous year was in compliance with the approved protocol as well as all applicable laws, regulations, and policies.

If modifications to the protocol are necessary for the next year, they may be requested in the annual review; however, description of the proposed changes must be specific and detailed, and must take into account how the changes would affect all sections of the full approved protocol. For review of significant changes, the IACUC may request that amendments be incorporated into the current protocol which could delay granting approval.

Using the ARR Form:

The Annual Review and Renewal form is a Microsoft Word document in table format. It does not include “form fields”. To complete the form, place your cursor in the yellow areas of the table and type in your responses. Wherever there are checkboxes, you need only place your cursor in the box you wish to check, type an “x” and hit your tab key to move out of the checkbox.

All of the yellow fillable areas of the form have been pre-formatted to use blue, size 10, Times New Roman font so that your responses are readily distinguishable from the text on the form itself. Because the form does not use Word form fields, if the IACUC asks for revisions to your protocol you will be able to change the font so that your changes are easily differentiated from the original protocol application.

Throughout the form there are tables with a number of blank rows. If you should need additional rows, place your cursor at the end of the text in the last cell of the table, hit the tab key and an additional row will be added.

Before submitting a completed review form, please insert the date and page numbers on the bottom of all pages, including attachments.

PLEASE DO NOT SUBMIT THIS PAGE WITH YOUR COMPLETED REVIEW FORM.

**UNC Animal Care & Use Program
Animal Use Protocol Annual Review & Renewal**

Version 03/08A



The IACUC is responsible for conducting an annual review of the activities that were conducted during the year on each approved three-year animal use protocol. Use this form to provide adequately detailed information for the IACUC to determine that the work conducted during the previous year was in compliance with the approved protocol.

This section to be completed by the IACUC	Original Approval Date:	
	Previous R&R Date:	

	Approved:	Modification Required for Approval	Not Approved
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Comments:

Signature	Date of Approval
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Protocol #:	
Project Title:	
Lead PI:	

1. PROTOCOL STATUS. Indicate the status of this project:

Request Protocol Continuance

	A. Active, project on-going	
	B. Inactive – project was initiated but is now inactive. Planned restart date:	
	C. Inactive – project has not been initiated. Anticipated start date is:	
	D. Inactive, project pending awaiting grant award.	

Request Protocol Termination

	A. Inactive, project never initiated.	
	B. Currently inactive, project initiated but has not and will not be completed.	
	C. Completed, no further activities with animals.	
If you answered B or C, complete the following:		
	(1) Following completion/termination of the project, no live animals remained in UNC facilities.	
	(2) Following completion/termination of the project, remaining live animals were transferred to another approved protocol.	Number of animals:
		Protocol number:
	(3) Following completion/termination of the project, remaining live animals on this protocol were transferred to the following institution or location:	Number of animals:
		Transferred to:
	(4) Following completion/termination of the project, remaining live animals on this protocol were otherwise disposed of as described below:	

2. REVIEW OF ANIMALS USED: If the total number of animals, or the number of animals in Pain Category D or E, has increased by more than 10% from what was previously approved, a complete Protocol Modification is required.

2.a. ANNUAL RECORD OF ANIMALS USED

For the year in review, indicate by species:

- (1) From the approved protocol, indicate the number of animals that were approved for use in research, tests, experiments, or teaching during the year in review (Section B.1. of the protocol form).
- (2) Indicate the number of animals that were used for research, tests, experiments, or teaching during the year in review.
- (3) Indicate the number of animals that have not been used, but are being held for future use in research, tests, experiments

or teaching.

- (4) Indicate the number of live animals that were removed from the protocol (i.e. transferred to a different protocol, adopted out, etc).
- (5) Indicate the number of animals that are not counted in 1-4 that were euthanized or died of other causes during the year in review.

Include all animals that were on the protocol during the year even if they have been counted in a previous review.

Species & Common Name	1) Approved for the Year	2) Used During the Year	3) Being Held for Future Use	4) Removed from Protocol	5) Euthanized or Died – No Use

2.b. ANNUAL RECORD OF PAIN & DISTRESS

For the year in review, indicate by species the number of animals on the project in each of the USDA Pain & Distress Categories:

Species & Common Name	Category B	Category C	Category D	Category E

Category B: animals that were acquired, bred, conditioned, or held for use in teaching, tests, experiments, research, or surgery but were not used for such purposes during the review year. *In 2.d. below, explain the purpose for animals in this category.*

Category C: animals that were used for teaching, tests, experiments, research, or surgery involving no pain and/or distress, or use of pain-relieving drugs. Routine procedures (e.g., injections, tattooing, blood sampling) should be reported with this group.

Category D: animals that were used for teaching, tests, experiments, research, or surgery involving accompanying pain and/or distress to the animals and for which appropriate anesthetic, analgesic, or tranquilizing drugs were used;

Category E: animals that were used for teaching, tests, experiments, research, or surgery involving accompanying pain and/or distress to the animals and for which the appropriate anesthetic, analgesic, or tranquilizing drugs were withheld because they would have adversely affected the procedures, results, or interpretation of the teaching, research, experiments, surgery, or tests.

2.d. Explanation for animals being held but not used:

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3. ANNUAL BREEDING RECORD:

Not Applicable to this protocol

If this protocol includes animal breeding, for the year in review, provide the following numbers:

A. Number of animals in the breeding colony at the start of the year in review		
B. Animals born into the colony or otherwise acquired during the year		
C. Animals used for research, tests, experiments, or teaching on this protocol that:		
a) survived the use		
b) did not survive the use		
D. Live animals that:		
a) were transferred off of this protocol:		Total:
To Protocol #		Number Transferred:
To Protocol #		Number Transferred:
Describe any Other Disposition:		Number Disposed:
E. Animals that were not used for research, tests, experiments, or teaching on this protocol but that died or were euthanized during the year in review. If there were a significant number of deaths, justify below:		
F. Animals remaining on the protocol at the end of the year in review: $A+B - (Cb+Da+E)$		

4. PROBLEMS AND ADVERSE EVENTS

Describe any unanticipated adverse events encountered during the year in review that have not been addressed elsewhere on the review form. If there were none to report, include a statement to that effect.

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5. ALTERNATIVES

a. Painful Procedures: *since the previous IACUC approval, have you learned of any alternative procedures that would allow you to reduce or eliminate potentially painful/stressful procedures?*

	No.		Yes. Describe the alternatives, and justify if you are not using them.
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b. Use of Animals: *since the previous IACUC approval, have you learned of any alternatives to the use of live animals for your project?*

	No.		Yes. Describe the alternatives, and justify if you are not using them.
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6. Project Personnel

a. *List all individuals other than ARF personnel, known at this time, who will handle animals on this protocol during the coming year. Indicate all specific activities in which each individual will participate.*

Name	Status (PI, Grad Student, Post Doc, etc.) and Role on the Project

b. *Attach a [Personnel Qualification Form](#) (PQF) for any individual for whom a PQF has not previously been submitted or whose role on the project will include activities that were not previously approved. No one will be given access to the ARF until the PQF is filed. The PI is responsible for keeping the personnel list current, and must send the IACUC appropriate PQFs when adding new personnel to the project.*

7. PROGRESS REPORT: *Attach additional pages to provide a thorough report of what was accomplished on the protocol during the year in review.*

Describe all teaching, testing, surgery, and/or experiments that took place during the year, including numbers of animals used and results for each. Use as much space as needed to provide enough detail to allow IACUC members to understand what activities took place on the protocol over the review period and the results of those activities.

Relate what is reported here to your approved protocol.

List professional presentations as well as new publications resulting from work on this protocol, and describe any new grants from external sponsors that support this project. Also describe plans for developing future grant proposals to continue this line of research.

8. AMENDMENTS: *Attach additional pages to provide a specific and detailed description of any changes to the approved protocol that are being requested for the coming year.*

9. CERTIFICATION

As the principal investigator, I certify that I am responsible for the care and welfare of animals used in research, teaching, testing, surgery, and/or experiments as described in this protocol, and that the project will be conducted in compliance with the approved protocol, University of Northern Colorado policies and procedures, and all applicable local, State and Federal laws and regulations. I certify that the work to be conducted on this project during the next year does not unnecessarily duplicate previous work completed by another or myself.

Principal Investigator Signature

Date