UW-Green Bay, Institutional Animal Care and Use Committee

Instructions for Completing the Animal Study Proposal Form

This form should be completed by any researcher proposing work on **vertebrate** animals including funded, unfunded, and classroom projects. If you are proposing a project where animals are observed in their natural habitat and does not involve capture, housing, handling, invasive procedures, and is not expected to alter natural behaviors you should complete the Wildlife Waiver form instead of this proposal form. Your proposal is due at least two weeks before a regular meeting of the IACUC to be reviewed at that meeting.

The IACUC is responsible for oversight of animal care and use within our institution and will use your proposal to evaluate your responsible use of animals and steps you will take to ensure animal welfare. The committee consists of both scientists and non-scientists, so the proposal should address both audiences so that they understand exactly what will happen to all animals used in the study. Prior to submitting the proposal, researchers named in section A are required to complete CITI training: see the IACUC website for current training requirements.

If you have questions while completing the form, please contact any member of the IACUC.

Guidance on specific sections follows:

Section A (completed by all researchers):

* List all principal and co-investigators involved in the project. Students who are the PI must list a faculty advisor as a co-investigator.
* For classroom projects, list all instructors and course numbers where animals will be used. Graduate students or other teaching assistants need not be listed – the instructor should ensure they have proper training.
* Note that projects involving USDA species (warm-blooded vertebrates **except** rats (*Rattus* sp.) and mice (*Mus* sp.) bred specifically for research, birds, and cold-blooded vertebrates) can be approved for up to a year, projects involving non-USDA species can be approved up to three years.
* Classroom projects for all non-USDA species may be approved indefinitely (must submit a modified proposal if named personnel, methods, or numbers of animals change).

Section B (completed by all researchers):

* Provide as specific information as is available.
* Estimate maximum number of animals expected to be used during each year of the study. A modified proposal must be submitted before these numbers can be exceeded.

Section C (completed by all researchers):

* The IACUC will use this section to evaluate animal safety during transport if animals will not be transported, indicate so.

Section D (completed by all researchers):

* Describe the design of the project.

Section E (completed by all researchers):

* Justify the animal use addressing the three R’s of research (reduction, replacement, and refinement).

Section F (completed by all researchers):

* Explain exactly what will happen to the animals throughout the study. **The IACUC will focus on this section to evaluate animal welfare and must understand everything that will happen to the animals throughout the project.**

Section G (completed only if surgery is proposed, otherwise enter N/A):

* If surgery is proposed, you must first consult with our attending veterinarian who will issue a letter of support to be included with your proposal.

Section H (completed by all researchers):

* By species, indicate how many animals will fall into each USDA category, each year of the study.
* Make sure these numbers match the numbers in section B.
* Make sure the totals are accurate and that these numbers match your narrative in sections F and G.
* Justification is required if any animals fall into USDA category D or E, otherwise enter N/A.

Section I (completed if anesthesia, pain-relieving drugs, or controlled substances will be administered):

* This section must be completed if animals fall into USDA category D or controlled substances are proposed to be used.

Section J (completed by all researchers):

* If animals will be euthanized at the end of the study, describe methods. If not, describe what will happen to the animals after the study.

Section K (completed if particularly hazardous substance, biohazardous substances, or genetically modified material will be used):

* If you have questions, contact our Environmental Health Specialist or IBC chair..

Section L (completed by all researchers):

* All personnel named in section A must indicate training completed prior to submitting form.
* Sign electronically when complete before submitting proposal.

Attachment 1 (completed only if animals fall into USDA classification E, otherwise leave blank):

* This section should provide additional justification to the committee about why the study must cause pain and distress in animals without use of anesthetics, analgesics, or tranquilizers.