

HACKENSACK UNIVERSITY MEDICAL CENTER
Research Department Policy Manual

Name: Responding to Institutional Animal Care and Use Committee (IACUC) Comments **Policy # IACUC 103**

Effective Date: August, 2009

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GENERAL

Purpose: To ensure that sufficient consideration is given to each proposal to use animals for research at Hackensack University Medical Center (HackensackUMC).

Administration

The IACUC is responsible for the review and revision of this policy.

Policy: Every Principal Investigator (PI) working with live animals must have a protocol approved by the IACUC.

PROCEDURE

Timing for responses/Clarifications/Corrections:

The IACUC reviews all protocols and has comments and questions about a particular study. The procedure for addressing IACUC comments and questions are as follows:

1. The PI will receive a letter from the IACUC Chairperson that describes any questions and/or concerns associated with the protocol. Receipt will be in approximately seven business days of its review. Protocol-related communications will be issued only by hardcopy and electronic means.
2. The PI is required to address all of the IACUC concerns and questions regarding the protocol. Revisions and/or corrections to the protocol should be made in the body of the protocol (in underlined **bolded** typeface) and described in a separate cover letter. Revised protocols and critique responses should be sent in both paper and electronic format to the IACUC Administrator; who will then send to the appropriate committee members for re-review.

****Note**** Any other changes, other than those requested, may result in rejection or suspension of the protocol.

3. The PI has 20 business days from the date of the review letter to respond to IACUC member comments. If more time is needed, the PI must inform the IACUC Administrator in writing that more time is needed.

REFERENCES:

Public Health Service Policy on Humane Care and Use of Laboratory Animals:

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In *Guide for the Care and Use of Laboratory Animals*, 8th ed.
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