

## Protocol Review & Facility Assessment

### Item 1 - Protocol Submission & Review Flowchart

All teaching and research involving the use of live vertebrate animals conducted at SUNY Upstate must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) in compliance with state and federal regulations. The Principal Investigator must submit an animal use protocol to the IACUC for approval. Submissions are due the 15th of each month. Protocol will be reviewed at the following month's meeting, scheduled for the 2nd working Monday of each month.

The Principal Investigator retains primary responsibility for a project that includes the use of animals for research, teaching and/or testing. The Principal Investigator on a SUNY Upstate IACUC animal use protocol must hold a faculty position at an accredited institution.

#### Protocol submission process

1. **Complete** an IACUC [animal use protocol form](#).
2. **Contact** the [IACUC Office](#) for clarification on a question or item not clearly understood.
3. **Consult** with the [Attending Veterinarian](#) regarding animal testing alternatives, animal model selection and development, experimental design, including species-appropriate anesthetics/analgesics, veterinary care and husbandry requirements.
4. **Submit** the final IACUC protocol to the [IACUC office](#) according to form instructions – see pg 2. for [Protocol Review Flowchart](#).
5. **Obtain** other required approvals (see below), while the IACUC protocol is under review.

Does the project involve the <i>in vivo</i> use of...	Obtain approval from...
▶ biohazardous materials, human tissues/blood/body fluids, recombinant DNA and/or infectious agents?	Institutional Biosafety Committee (IBC) <a href="http://www.upstate.edu/researchadmin/compliance/ibc/index.php">http://www.upstate.edu/researchadmin/compliance/ibc/index.php</a> 315-464-4317
▶ carcinogens, toxins or mutagens?	Environmental Health and Safety (EHS) Robert Andrus, Director <a href="mailto:Andrusr@upstate.edu">Andrusr@upstate.edu</a> 315-464-5782
▶ radioactive materials?	Radiation Safety Office (RS) <a href="http://www.upstate.edu/researchadmin/compliance/rsc.php">http://www.upstate.edu/researchadmin/compliance/rsc.php</a> 315-464-6510

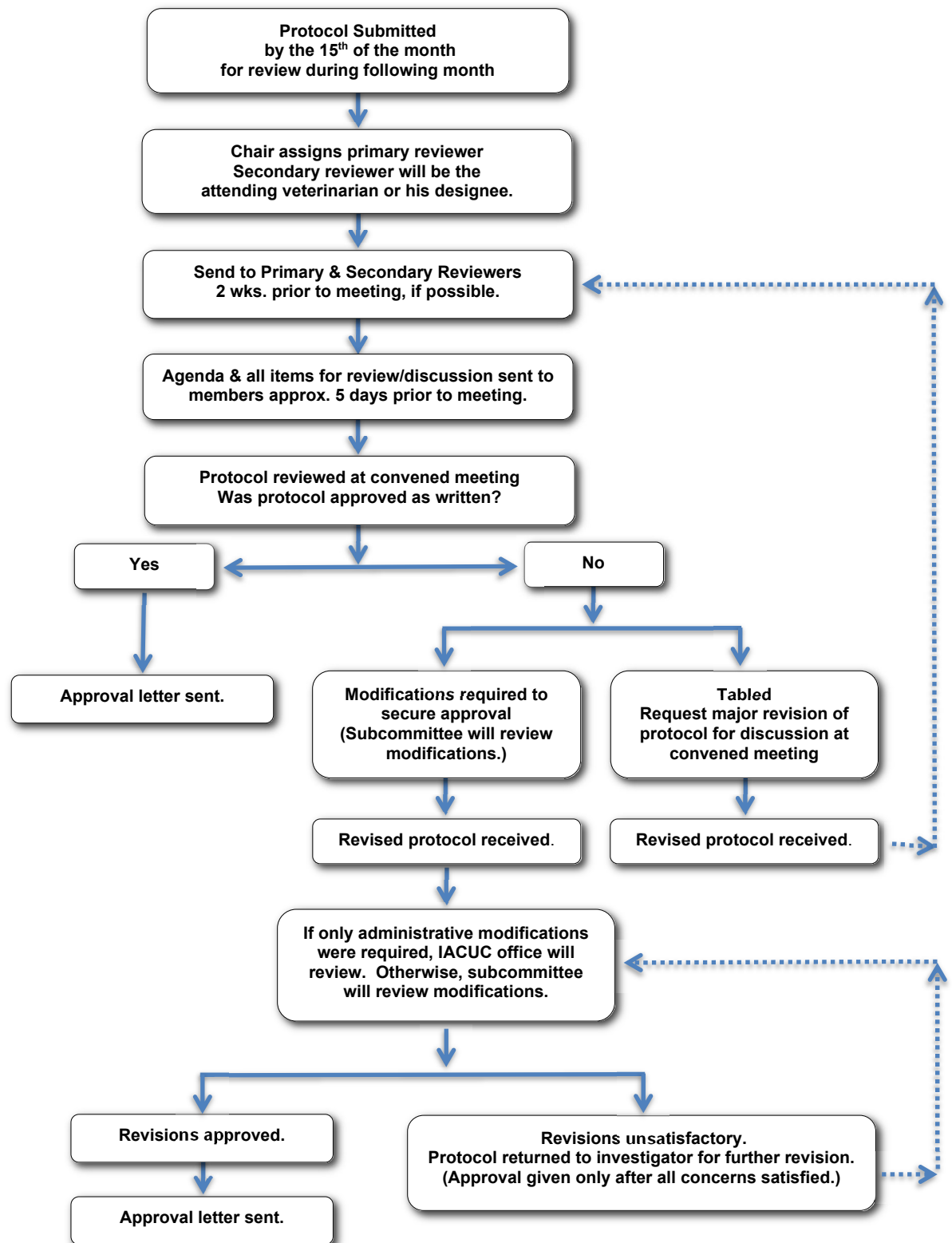
#### Other approvals required for final IACUC approval

**Use of Animal Tissues/Products:** Projects that are limited to the use of animal tissues/products obtain from animals euthanized under another investigator's IACUC-approved protocol, by the DLAR facility, etc. may not require a full animal use protocol. Refer to IACUC policy, [Item 11 - Use of Animal Tissues/Products](#) for policy criteria.

**Animals Used for Practice:** If live animals will be used for the purpose of practicing protocol-specific techniques, they must be transferred to and counted under the recipient Investigator's IACUC approved protocol.

(Continued)

## Protocol Review Flowchart



Adopted: 9/11/17 (This policy replaces Item 1 Protocol Review Flowchart, 11/29/04, which was incorporated into this policy)  
 Revised: 9/12/2022