Animal research approval process

Important Notes
In order to conduct research using animals at MCW, investigators must obtain Animal Use Application (AUA) approval from MCW’s Institutional Animal Care and Use Committee (IACUC). For more information, visit Working with Animals or email IACUCAdmin@mcw.edu

Average wait time from submission to approval: Designated Review = 25 days; Full Committee = 41 days

Index of Process Maps

Glossary
AUA – Animal Use Application
Coordinator – IACUC Office Coordinator
DR – Designated Review
eBridge – online system for routing approvals
FC – Full Committee
IACUC – Institutional Animal Care and Use Committee
PI – Principal Investigator
RSS – Research Support Specialist
Vet – Veterinarian

Cloud level overview
AUA submission & RSS review
Phase 1

Vet review
Phase 2

Full Committee

Primary & Secondary Review

Full Committee Review

Phase 3 FC

Designated Review following Full Committee

Phase 4

Phase 5

Training required for AUA approval

Designated Review

Phase 3 DR

Review path

Master List of Process Maps
Animal research approval process

Outline:
1. Obtain required training (Core Certification)
2. Submit AUA via eBridge for IACUC Review
3. AUA Approved

Instructions:
- Must be completed by PI and all Study Staff on AUA
- eBridge is MCW’s online system for routing approvals
- For example, safety committee approval for biologics; hazardous chemicals; radiation; MRI.
- View Master List of Process Maps (PDF) to see steps needed for these approvals.

If needed, obtain ancillary cmte approval(s)
Animal research approval process

Phase 1

Revised 9.20.18

For help with eBridge, email help-eBridge@mcw.edu
For help with animal research component, email IACUCAdmin@mcw.edu

Start

PI

Login to eBridge → Create new Animal Use Application (AUA) → Work on AUA

Submit AUA

Submit change(s) → Make change(s) → Receive request for change(s)

Dept funding sign-off needed?

Submit to Dept for funding confirmation → Submit to RSS

Yes → No

eBridge

Submit to RSS

Receive AUA → Review AUA

Change(s) needed?

Yes → Request change(s)

No → Recommend Full Committee or Designated Review → Forward to Vet for review → To Phase 2

IACUC/RSS

Receive AUA → Review AUA

Request change(s)

Change(s) needed?

Yes → Request change(s)

No → Recommend Full Committee or Designated Review → Forward to Vet for review → To Phase 2

Back to Guide

Department

Receive AUA → Sign off on Dept funding → Forward to RSS

Submit to RSS

Submit change(s) → Receive request for change(s)

Back to Guide
Animal research approval process

**Phase 2**

**From Phase 1**

- Receive AUA
- Review AUA

**Change(s) needed?**

- Yes: Receive change(s)
- No: Concur w/ recommended review path?
  - Yes: Forward to Coordinator
  - No: Make new recommendation

**Concur w/ recommended review path?**

- Yes: Receive AUA
- No: Make new recommendation

**Receive AUA**

- Assign reviewer(s) based on review path

**To**

- Phase 3 FC
- Designated Reviewer (DR)

**Full Committee Primary & Secondary Reviewers**

**Forward to...**

**Phase 3 DB**

**Submit change(s)**

**Make change(s)**

**Receive request for change(s)**

**Back to Guide**
Animal research approval process

**Designated Reviewer**

- Receive AUA in eBridge inbox
- Opt to review? Yes → Review
- To Full Committee? Yes → Forward to Full Cmte

**Full Cmte**

- Regulations allow for a Designated Reviewer as long as Full Committee members are given the opportunity to review

**eBridge**

- AUA available for review
- From Phase 2

**PI**

- Submit change(s)
- Make change(s)
- Receive request for change(s)

**End**

- If many cycles of requests for change(s) take place, AUA is likely to be sent to FC

**Back to Guide**

Revised 9.20.18
Animal research approval process

Full Committee Primary & Secondary Review

- From Phase 2
  - Receive AUA
  - Review AUA
  - Change(s) needed?
    - Yes
      - Request change(s)
      - Wait for meeting to convene
    - No
      - Send to next FC meeting

- From Phase 3 DR
  - Receive change(s)
  - Submit change(s)
  - Make change(s)
  - Receive request for change(s)

- From Phase 2
  - Send to next FC meeting

To Phase 4

Back to Guide
Training

NOTE ON TRAINING RENEWALS:
- ACUPO must be renewed every 3 years
- Occ Health enrollment must be completed annually
- Continuing Education is required annually; there are several options for fulfillment

Start → Begin online training

Initiate Occupational Health Program enrollment
Initiate AALAS training
American Association for Laboratory Animal Science
Register AALAS Learning Library
Take online course Working with the IACUC
Take online exam

Register for in-person training: Animal Care and Use Program Orientation (ACUPO)
Attend in-person training
Pass exam
Yes → Achieve passing score?
No → Take online exam

Submit online form Animal Contact Health Questionnaire
Complete Occ Health Safety enrollment
Training completed
Document completion of IACUC Core Certification in AUA
In eBridge Researcher Profile, complete activity: Document technical skills on my animal training record
End

Receive form → Process form → Enroll PI in Occ Health Safety Program

Occupational Health

PI and all Study Staff on AUA