Revised 9.20.18

Guide

<u>Master</u> List of

Process

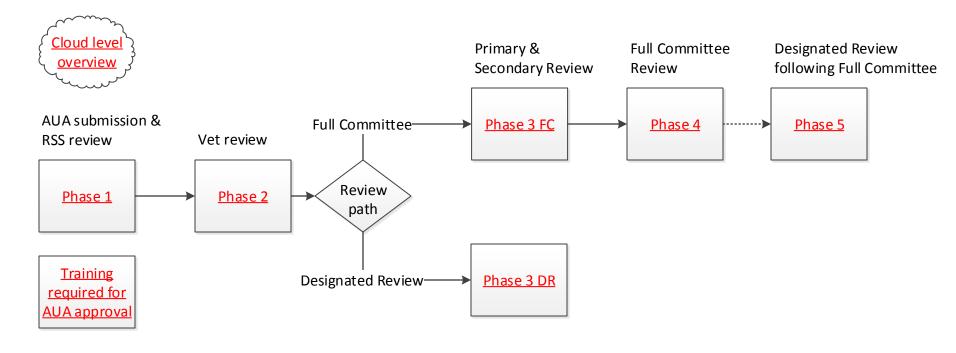
Maps

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 <u>Working with Animals</u> or email <u>IACUCAdmin@mcw.edu</u>

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

Index of Process Maps

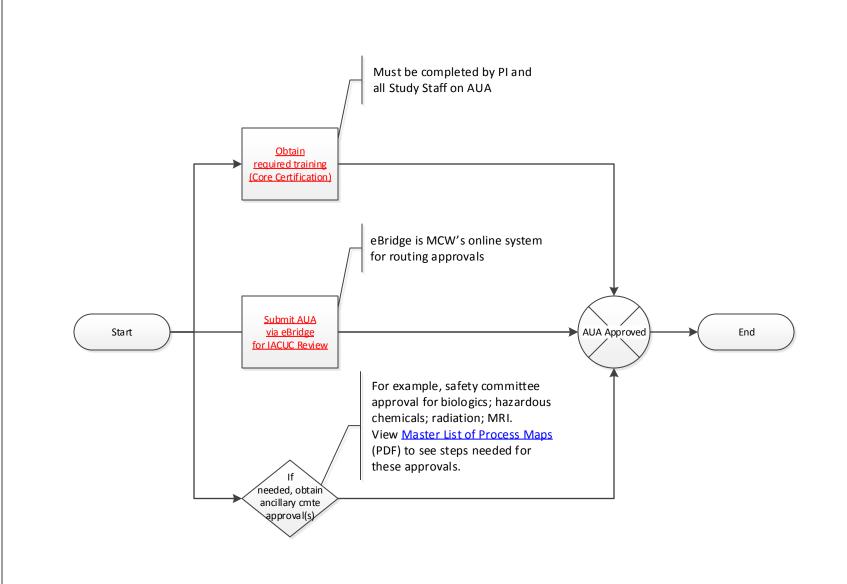


Glossary

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

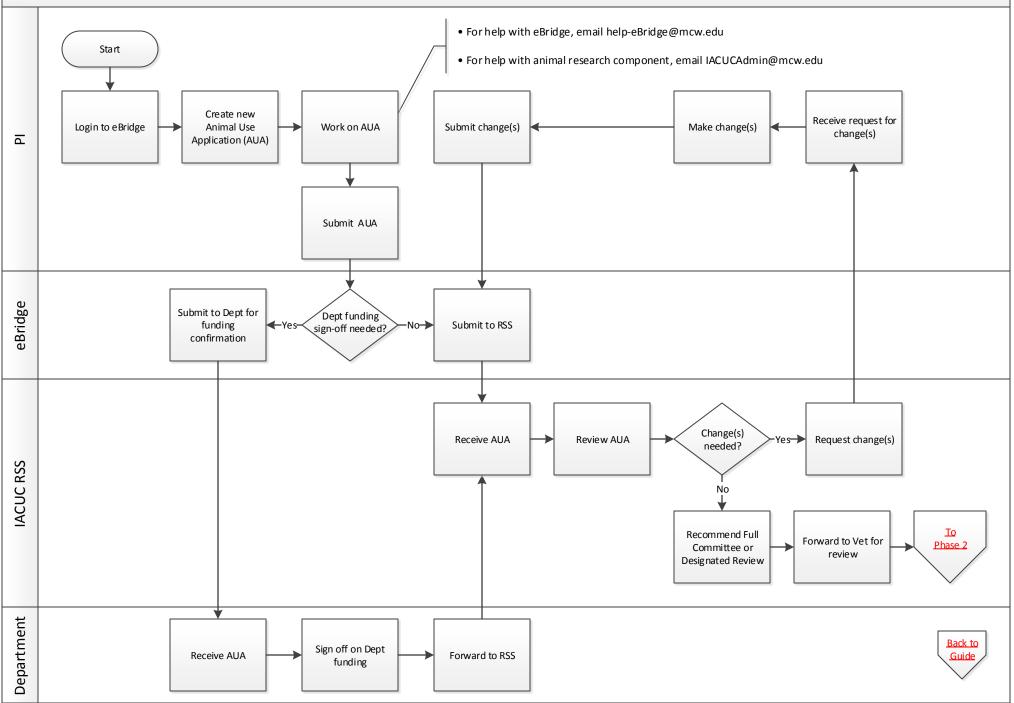
Overview



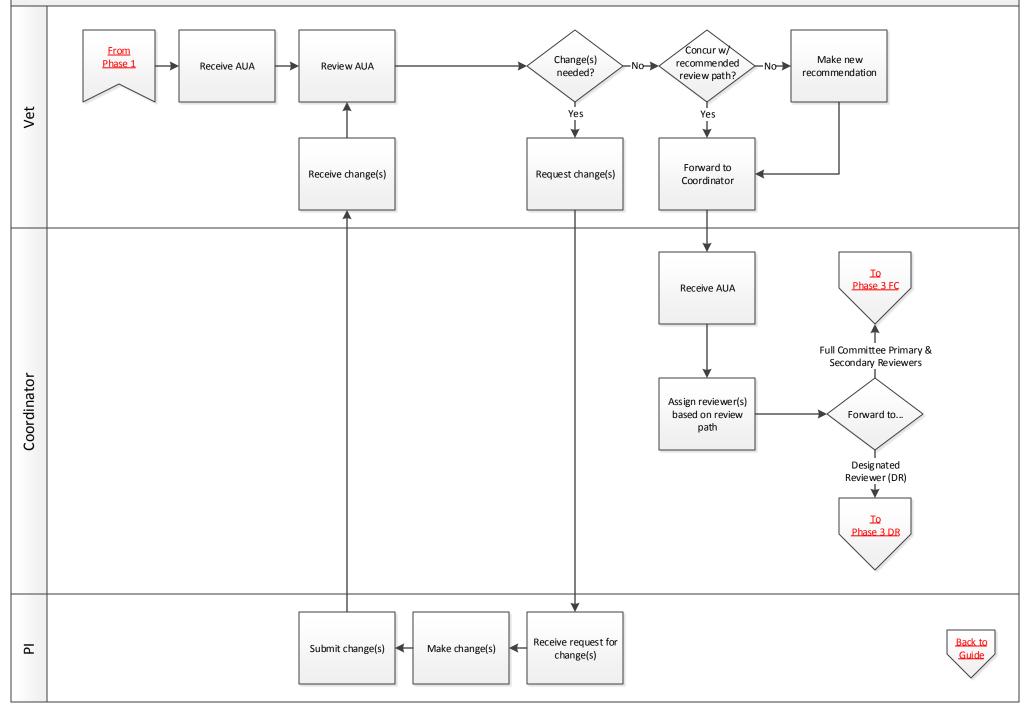


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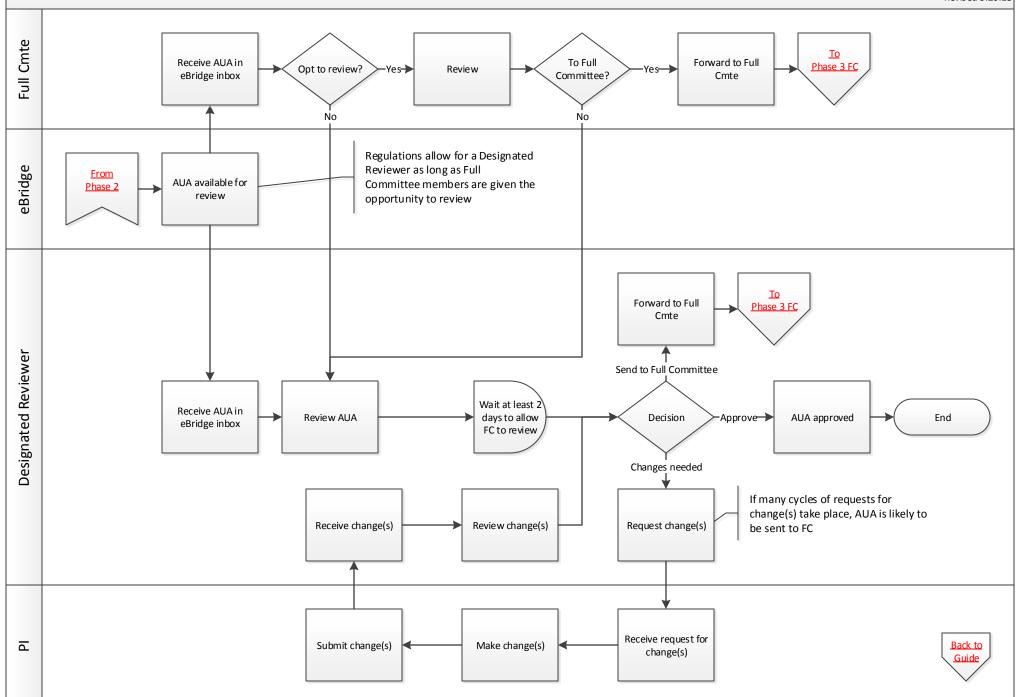
Phase 1



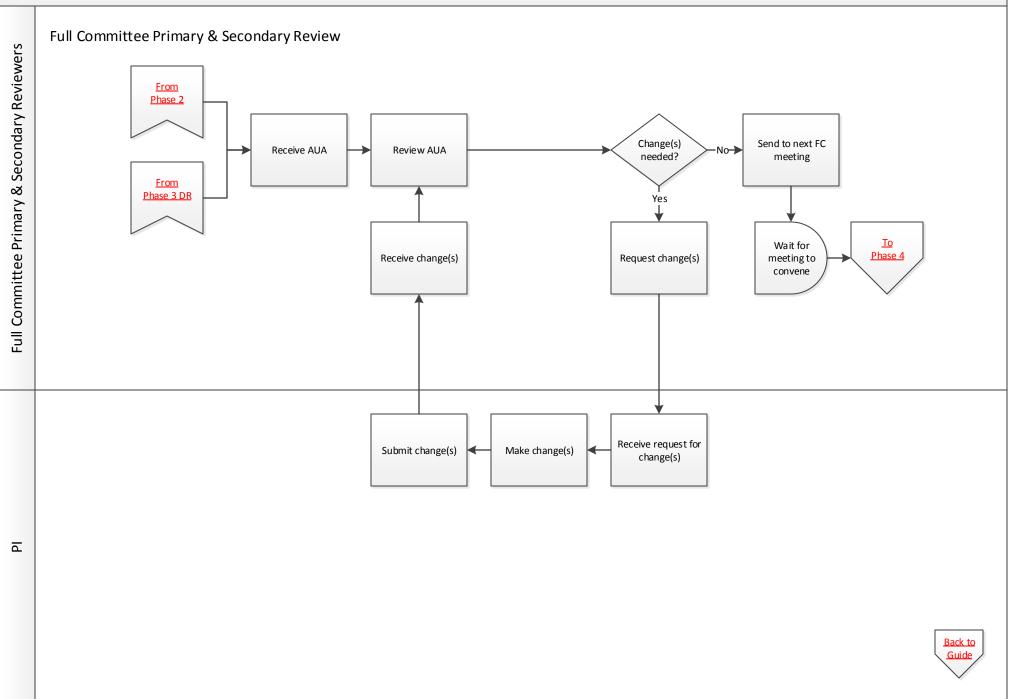
Phase 2



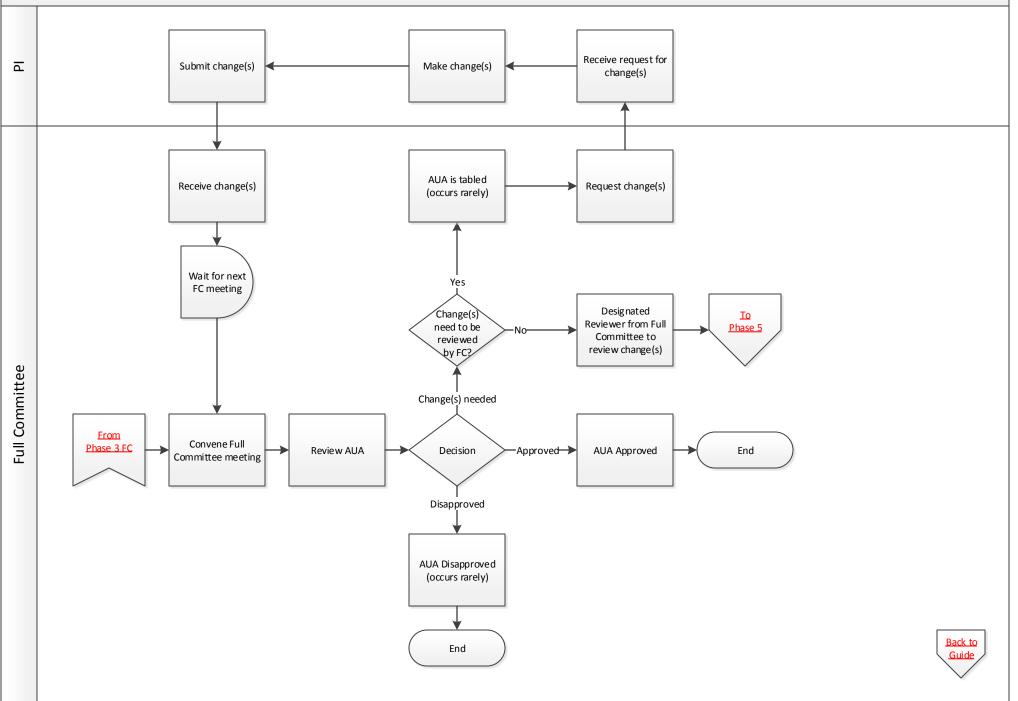
Phase 3 DR



Phase 3 FC







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Phase 5

Revised 9.20.18 **Designated Review following Full Committee** Ы Receive request for Make change(s) Submit change(s) change(s) Receive change(s) **Designated Reviewer** Review change(s) From Committee Phase 4 Request change(s) Approved? Yes-AUA Approved End No Full

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Revised 9.20.18 NOTE ON TRAINING RENEWALS: ACUPO must be renewed every 3 years Start Begin online training • Occ Health enrollment must be completed annually • Continuing Education is required annually; there are several options for fulfillment Initiate AALAS Initiate Occupational Take online course **Register AALAS** training Health Program Working with the Take online exam Learning Library American Association for enrollment IACUC Labora tory Animal Science Study Staff on AUA • Offered every first & third Register for Tuesday of the month in-person training: Achieve passing Animal Care and Use • Use online form or email Pass exam -Yesscore? Program Orientation BRCTrain@mcw.edu all (ACUPO) and Б Attend in-person training In eBridge Submit online form Document Researcher Profile, Complete Occ Animal Contact Training completion of IACUC complete activity: Health Safety End Health completed Core Certification in Document technical enrollment **Questionnaire** AUA skills on my animal training record Occupational Health Enroll PI in Occ Receive form Process form Back to Health Safety Guide Program

Training