The Lankenau Institute for Medical Research (LIMR) has established an Institutional Animal Care and Use Committee (IACUC) that oversees the institution's animal program, facilities, and procedures. IACUC review and review is required prior to conducting research that involves animals. It is the responsibility of the Principal Investigator (PI) to submit the proposed research to the IACUC for approval before the research has begun. Research may not begin until IACUC approval is received.

**INSTRUCTIONS FOR SUBMISSION OF MINOR AMENDMENTS
FOR POTENTIAL DESIGNATED MEMBER REVIEW (DMR)**

Any proposed modifications to an Animal Protocol must first be submitted to the IACUC and approved before performing the proposed procedure(s). Note, the proposed amendment must fit one of the categories on the Minor Amendment Form to be eligible for Designated Member Review (DMR). When a minor amendment is submitted, Full Committee Review may be required at the IACUC’s discretion.

Modifications include, but are not limited to:

* Change in anesthetics
* Change in analgesics
* Change in animal numbers
* Change in method of euthanasia and/or confirmation of euthanasia
* Additional procedures or modification to approved procedures
* Compounds in the same class
1. **Submit one completed Minor Amendment Form with any applicable appendices and relevant materials to iacuc@limr.org**. CITI is required for all individuals listed on the IACUC Application (see training information).
2. Please allow 5-7 days for DMR review. The Office of Research Protections (ORP) will notify the PI if the committee needs additional information or clarification about the research project. If the IACUC determines that the submission requires full board review, please follow the submission instructions for a full board amendment.
3. After the IACUC has approved the application, the ORP will send a notification of approval letter by email to the PI.
4. **Research activities involving animals cannot begin until the PI has received IACUC approval.**

**INSTRUCTIONS FOR SUBMISSION OF FULL COMMITTEE AMENDMENTS**

1. Any proposed modifications to an Animal Protocol must first be submitted to the IACUC and approved before performing the proposed procedure(s). Use the Protocol Application Form for amendments that are not considered minor.
2. **Submit amendment materials to iacuc@limr.org** for placement on the IACUC agenda. CITI training is required for all individuals listed on the IACUC Application (see training information).
3. The committee meets on the 3rd Monday of every month (with the exception of May and December). The IACUC application must be submitted on or before the submission deadline (dates are posted in the Office of Research Protections (ORP) website (<https://www.mainlinehealth.org/research/office-of-research-protections/iacuc>). All protocol applications submitted after the submission deadline will be reviewed until the following month.
4. The ORP will notify the PI if the committee needs additional information or clarification about the amendment. After the IACUC has approved the application, the ORP will email a notification of approval to the PI.
5. **Any research activities involving animals cannot begin until the PI has received IACUC approval.**

**INVESTIGATOR SUBMISSION CHECKLIST**

[ ] Obtain Principal Investigator(s) Signature

[ ] Grant Application (applicable portions of the grant) and Grant Information Form (if applicable)

[ ] All research personnel (including students and volunteers) have received appropriate training

[ ] Amended Protocol or Minor Amendment Form and ALL relevant materials emailed to **iacuc@limr.org**

**CITI TRAINING IS REQUIRED FOR ALL INDIVIDUALS LISTED ON AN IACUC APLICATION**

The Lankenau Institute for Medical Research (LIMR) has adopted a mandatory initial and ongoing educational training program for all personnel involved in animal care and use. The program includes individual training with the Principal Investigator (PI), an online training course, video material, manual review, attendance at an annual in-service session and training with the veterinarian (as needed). LIMR offers an online training program through the Collaborative Institutional Training Initiative (CITI) for research involving the use of animals. LIMR is one of over 800 institutions participating in the program.

Research personnel at LIMR are required to take Working with the IACUC and appropriate species-specific courses. The BASIC training courses are valid for three years. Once three years have passed, you are required to re-certify by taking a REFRESHER Course that corresponds with the appropriate Group listed above. Please note that the REFRESHER. Courses are for those who wish to continue research upon expiration of the three-year certification period. Refresher courses are also valid for three years.

**REQUIRED MODULES**

* Working with the IACUC – required for all research personnel who use laboratory animals.
* Species-specific courses – required for all researchers.
* Essentials for IACUC members – required for all IACUC members and staff.
* Biosafety for All Laboratory Personnel
* OSHA Annual Bloodborne Pathogen Training
* Financial Conflict of Interest

**Additional Training (as applicable)**

* Lab Safety
* Survival Surgery
* Select Agents for Researchers
* Nanotechnology for Researchers