

Administrative Approval of Amendments

- i. Purpose:
To establish minor protocol changes that may be handled administratively. Any protocol amendment, even minor, can be sent for full committee review at any time at the discretion of IACUC administrative staff.
- ii. Definitions:
Minor protocol changes have no, or a limited, impact on the health and well-being of research animals or may decrease the potential for pain or distress. Minor changes to a protocol include but are not limited to:
 - Personnel changes (excluding Principal Investigator)
 - Addition of a funding agency
 - Typos and grammatical errors
 - Small changes in animal numbers in collaboration with Attending Veterinarian (AV)
 - Housing and use location changes to areas already part of the animal program overseen by the IACUC in collaboration with DARS.

- iii. Personnel Changes (excluding Principal Investigator) *:
Once the IACUC staff receives an amendment that includes addition of new personnel, administrative staff will ensure the following have been completed:
 - All new personnel shall have completed required on-line training courses(s) at www.citiprogram.org and verified by the IACUC administrators. Required training includes completing the Investigators, Staff, and Students course and all appropriate species-specific modules.
 - All new personnel shall complete the health surveillance questionnaire and provide occupational health clearance letter.
 - The IACUC may request additional training conducted by other departments such as DARS.

Personnel should be removed from protocol in a timely manner. It is the responsibility of the PI to ensure sufficient staff to carry out the protocol. Personnel amendments may be processed via email if PI already has an active amendment in the online submission portal Cayuse. Once the active amendment is approved, it is the responsibility of the PI to submit the personnel amendment in a timely manner.

*A change in Principal Investigator (PI) is considered significant and excluded from personnel changes described in this policy.

- iv. Typos and grammatical errors

Typos and grammatical errors that do not change approved animal numbers, procedures, or intention. These amendments will be processed in coordination with the chair and attending veterinarian.
- v. Addition of funding agency:
Addition of a new or different funding source may be administratively approved.
- vi. Small changes in animal numbers in coordination with the AV:

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An increase or decrease of up to 10% over a three year period in the number of animals approved in the original protocol may be approved administratively after the PI has submitted an amendment form indicating a request for change in animal numbers. This number must be verified by Attending Veterinarian as allowable before additional animals may be put onto the protocol by purchase or transfer.

vii. Housing and use location changes in coordination with DARS:

Housing and use location changes may be approved administratively if the location change is from one approved on-campus location to another. Field research location changes may not be approved administratively.

Reporting to IACUC of all administratively approved amendments will be placed in a Box folder for the next scheduled meeting of the IACUC. All administrative approvals take effect when verification of all requirements is completed and written notification from the IACUC or their designee is sent to the PI.