**Grant Congruency Checklist**

*All funded projects involving, or appearing to involve, research with animals will be reviewed for congruency with approved committee protocols. All research procedures outlined in the grant must be covered in the approved protocol(s) and all oversight committee approvals must be obtained prior to the release of research funds.*

**Congruence review checklist**

1. The key elements of animal use that are described in the grant should match the IACUC protocol
* General scope of work
* Experimental procedures and endpoints
* Experimental agents
* Species (strain(s) included if it represents a model)
* Estimated number of animals
* Euthanasia method(s)
1. Key grant areas to check: Vertebrate Animal section, approach of the Research Strategy section.
2. Provide a brief description of the animal activities planned for year four and five of a grant award in a protocol (Cayuse IACUC or paper-based).

**For New Awards**

*The PI must re-certify congruency when he/she receives new (defined as: previously not accounted for) PHS funding.*

* Any new PHS-funded award with animal work that is not approved in an existing animal protocol, must have a corresponding approved animal protocol or an existing protocol must be amended to cover the work described in the grant.
* Once the protocol or amendment is approved by the IACUC, it is the PIs responsibility to perform the congruency review and contact Sponsored Projects Office.
* The animal protocol must contain the name of the granting agency and the protocol number. Any new PHS-funded award that covers work that is already approved in an existing animal protocol must be added to the protocol via an amendment. The amendment must contain the name of the granting agency and the protocol number.

**Change in Scope of Awarded Project**

*The PI must re-certify congruency when the awarded grant project has changed in scope.*

Examples of changes in scope include changes in the specific aims, substitution of an animal model, and shift in scope of work (i.e., type of cancer or disease). The PI is responsible for determining the significance of a change and should consult with the IACUC office if clarification is needed or if an additional congruency check is needed. Animal protocols must be amended to ensure that any changes in scope are approved by the IACUC.