**SUNY OSWEGO INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)**

**PROTOCOL APPLICATION FORM FOR RESEARCH EMPLOYING NONHUMAN VERTEBRATE ANIMALS**

**Section I**

 Date: Click or tap to enter a date.

 Primary investigator(s) (University Employees): Click or tap here to enter text.

Primary investigator(s) (Students): Click or tap here to enter text.

Department(s): Click or tap here to enter text.

 Please select which type of application you are submitting:

 Initial application [ ]

 Revised application [ ]

 Renewal [ ]

 If this is a renewal, please provide the previous IACUC protocol number: Click or tap here to enter text.

Is the proposed animal use for the purpose of research? \_\_\_

If so, please provide the project title:

Click or tap here to enter text.

Is the proposed animal use for a class or other educational purpose? \_\_\_

If so, please provide the class number and name or description of use:

Click or tap here to enter text.

 Is this project supported by internal or external grant monies? \_\_\_

 If so, please provide the name of the funding source and include the grant number, if applicable:

 Click or tap here to enter text.

**Section II**

Describe the qualifications of the PI(s) who will carry out the proposed animal use.

Click or tap here to enter text.

**Section III**

If students or novice persons will be handling animals, describe the training they will receive (e.g., verbal instruction, video demonstration, practice with models, field training).

Click or tap here to enter text.

If there is a potential hazard to the person(s) handling animals, briefly describe the procedure(s) to be followed to prevent injury/harm (e.g., if a student is bitten). Also, describe the procedure(s) in place for someone who does get harmed while handling animals.

Click or tap here to enter text.

**Section IV**

Include a list of all species that you will be working with, or that may be affected by this protocol. List the species’ both common and scientific names. If the list exceeds five (5) species, please attach the complete list as an excel spreadsheet

|  |  |
| --- | --- |
| Common Name | Scientific Name |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

Are these animals wild? \_\_\_

Are these animals domestic, but owned by others? \_\_\_

Are these animals to be housed on campus? \_\_\_

**Section V**

Summarize the purpose and significance of your study, or the purpose of animal use in your class.

Click or tap here to enter text.

**Section VI**

How many animals will be studied in your research project or examined in your class? Please note if this total indicates numbers of animals studied per year, or for the duration of the project/class.

Click or tap here to enter text.

Provide a justification for the number of animal subjects studied and discuss the rationale for using this specific species in this study and why a different (“lower”) species, computer simulation, cell culture, or other non-animal options could not be substituted.

Click or tap here to enter text.

**Section VII**

Describe exactly what procedural steps the animals will experience. Be sure to include any preparatory procedures as well as the number of repetitions of each procedure.

Click or tap here to enter text.

**Section VIII**

What steps will be taken to monitor the animals’ welfare through the study? Indicate provision for the use of analgesic, anesthetic, and tranquilizing drugs and dosages where indicated and appropriate to minimize discomfort and pain to animals. Describe the procedure for handling a sick or injured animal.

Click or tap here to enter text.

**Section IX**

What will happen to the animals at the end of the study? If they will be sacrificed, describe the procedure(s) and include reference(s).

Click or tap here to enter text.

**Section X**

Which of the following will be used? Place an (x) to identify each procedure that is applicable to your protocol. For any procedure marked “Yes”, complete the appropriate form found in **Section XVI**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedures** | **Yes** | **No** | **Form** |
| Housed on Site | \_\_\_ | \_\_\_ | A |
| Food or Water Deprivation | \_\_\_ | \_\_\_ | B |
| Physical Restraint | \_\_\_ | \_\_\_ | C |
| Extreme Environmental Conditions | \_\_\_ | \_\_\_ | D |
| Painful Stimuli | \_\_\_ | \_\_\_ | E |
| Surgery | \_\_\_ | \_\_\_ | F |
| Drugs, Toxic Substances, Pathogens, Other Biological Agents | \_\_\_ | \_\_\_ | G |
| Aggressive Encounters | \_\_\_ | \_\_\_ | H |

**Section XI**

If privately owned (aka ‘domestic’) animals not belonging to the university are to be used for research and/or educational purposes, attach a copy of the informed consent form associated with this study. Enter “Not Applicable” if the animals are not privately owned.

Click or tap here to enter text.

**Section XII**

If the animals to be used in the study will be captured and taken from the wild, attach a copy of the permit or permit application to the New York State Department of Environmental Conservation. Note here the permit’s expiration date if it has already been granted. (Enter “Not Applicable” if animals associated with this protocol are not to be captured and removed from their natural habitat.)

Click or tap here to enter text.

**Section XIII**

Have all PI’s carefully reviewed the following documents that are applicable to the animal species being studied? Mark an (x) for all that apply.

|  |  |
| --- | --- |
| **Title of Article** | **Yes** |
| [Guide for the Care and Use of Laboratory Animals (Eighth Edition, 2011)](http://www.nap.edu/catalog.php?record_id=12910) | \_\_\_ |
| [USDA Animal Welfare Act and Animal Welfare Regulations (2017)](https://www.aphis.usda.gov/animal_welfare/downloads/AC_BlueBook_AWA_FINAL_2017_508comp.pdf) | \_\_\_ |
| [The Ornithological Council Guidelines to the Use of Wild Birds in Research (2014)](http://www.nmnh.si.edu/BIRDNET/guide/guidelines.html?Operation=ENTER+HERE+~+English) | \_\_\_ |
| [Guidelines of the American Society of Mammologists for the use of wild mammals in research (2011)](http://www.mammalsociety.org/uploads/Sikes%20et%20al%202011.pdf) | \_\_\_ |
| [American Society of Ichthyologists and Herpetologists: Guidelines for Use of Live Amphibians and Reptiles in Field and Laboratory Research (2004)](http://www.asih.org/sites/default/files/documents/resources/guidelinesherpsresearch2004.pdf) | \_\_\_ |
| [American Fisheries Society, American Institute of Fishery Research Biologists, American Society of Ichthyologists and Herpetologists: Guidelines for the Use of Fishes in Research (2014)](https://fisheries.org/docs/wp/Guidelines-for-Use-of-Fishes.pdf) | \_\_\_ |
| [American Veterinary Medicine Association (AVMA) Guidelines for the Euthanasia of Animals (2013)](https://www.avma.org/KB/Policies/Documents/euthanasia.pdf) | \_\_\_ |

**Section XIV**

Have you and all investigators (i.e. co-PIs, undergraduate students, research students, etc.) associated with this protocol completed the appropriate CITI-based training modules relating to the type of animal research and/or educational activity?

If so, please provide the name of the courses you have completed and the dates on which they were completed.

|  |  |  |
| --- | --- | --- |
| **Name of Investigator** | **Name of Course** | **Date Completed** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
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If you and all investigators have not completed the CITI online training. Please visit the [**CITI Program**](https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English&region=1)website and register for an account through SUNY Oswego. From here, you will be able to choose the course that best fits your research or classroom activity (i.e., Working with Animals in the Wild, Working with Animals in the Lab, etc.). The necessary training courses must be completed before protocol approval can be provided by IACUC. If you need additional help registering for a course or setting up a CITI account, please contact iacuc-admin@oswego.edu.

**Section XV**

I/We certify that this research does not unnecessarily replicate research previously done and that this research is in compliance with the IACUC Program of Humane Care and Use.

Click or tap to enter a date.

Signature of (co-)Principal Investigator Date

Click or tap to enter a date.

Signature of (co-)Principal Investigator Date

Click or tap to enter a date.

Signature of Student (if applicable) Date

Click or tap to enter a date.

Signature of Student (if applicable) Date

References

**Section XVI**

If you have said “Yes” to any of the procedures listed in **Section X**, answer all questions below associated with each procedure you will be completing.

**FORM A** – Housed on Site – Animal Husbandry Practices (cite references as applicable)

1. Describe the animal habitats. Include details on cage size, substrate/bedding, enrichment, etc.

 Click or tap here to enter text.

1. Describe the necessary environmental constraints such as temperature, humidity, light regimen, etc.

 Click or tap here to enter text.

1. Describe the provision of food and water.

 Click or tap here to enter text.

1. Describe the habitat cleaning and disinfecting procedures.

 Click or tap here to enter text.

1. Describe the procedure for handling a sick or injured animal (including provisions for veterinary care if appropriate).

 Click or tap here to enter text.

\*Please note, if an animal is being housed on campus or campus property an inspection from the IACUC team must be completed for each room if an inspection has not already been completed.

**FORM B** – Food or Water Deprivation

1. Why have you selected the type and level of deprivation?

 Click or tap here to enter text.

1. How did you select the specific level of deprivation, and why can’t you use a less severe level?

 Click or tap here to enter text.

**FORM C** – Physical Restraint

1. Briefly describe the conditions of restraint, including the duration and total number of sessions.

 Click or tap here to enter text.

1. Why is restraint—and this type in particular—necessary?

 Click or tap here to enter text.

**FORM D** – Extreme Environmental Conditions

1. Describe the environmental conditions to be used.

 Click or tap here to enter text.

1. Explain why these extreme conditions are necessary.

 Click or tap here to enter text.

**FORM E** – Painful Stimuli

1. Indicate the specific intensity, frequency, duration, and total number of presentation of the stimulus.

 Click or tap here to enter text.

1. Explain why this level of aversive stimulation is required.

 Click or tap here to enter text.

**FORM F** – Surgery

1. Briefly describe the surgical procedures.

 Click or tap here to enter text.

1. How will you minimize the discomfort of the animal?

 Click or tap here to enter text.

1. How will you minimize the risk of adverse outcomes for the animal?

 Click or tap here to enter text.

**FORM G** – Drugs, Toxic Substances, Pathogens, Other Biological Agents

1. Describe the primary and side effects of the drug or substance selected. Indicate the dosage and the total number of injections per animal.

 Click or tap here to enter text.

1. Explain why you rejected a lower dose or drug with fewer or less severe side effects.

 Click or tap here to enter text.

**FORM H** – Aggressive Encounters

1. Describe the number and duration of bouts or other encounters. Explain why these values were selected, and why fewer encounters are not possible.

 Click or tap here to enter text.

1. Can the study be conducted in the natural environment to take scientific advantage of aggression that occurs naturally? If not, explain.

 Click or tap here to enter text.