

ANIMAL USE IN RESEARCH AT FLORIDA STATE UNIVERSITY INFORMATION FOR FACULTY, STAFF AND STUDENTS

Introduction

Florida State University and research funding agencies are committed to providing the highest care for, as well as responsible use of animals in research, teaching, and testing. Any research, teaching or testing, involving vertebrate animals by FSU faculty, staff or students must comply with all applicable laws, regulations, policies and guidelines. This covers both funded (internal and external) and un-funded research as well as class, thesis, dissertation and special projects. University policy is mandated by the Congress through the Animal Welfare Act and the Public Health Service Policy on the Humane Care and Use of Laboratory Animals as well as various state regulations. The Institutional Official responsible for animal research is the Provost. Oversight of compliance is the responsibility of the FSU Animal Care and Use Committee (ACUC). Facilitating animal related research and teaching at FSU is the responsibility of the Department of Laboratory Animal Resources (LAR). Robert M. Werner, D.V.M., Director; Kathleen Harper, D.V.M., Ph.D., Associate Director; Debra Baxley, Coordinator Administrative Services and ACUC coordinator. LAR and the ACUC coordinator can be contacted at 644-4262

Required Approvals

Any and all work involving vertebrate animals for research, teaching and testing must be approved by the ACUC in advance. Failure to procure approval may lead to project and possibly funding suspension. It may also result in notification of the violation to the NIH Office of Laboratory Animal Welfare. Below are the basic procedures to follow in order to obtain ACUC approval. It is highly recommended that new principal investigators as well as faculty and students new to the use of animals in teaching and research contact LAR to schedule a meeting to discuss and obtain assistance with the approval process (644-4262).

1. ACUC Protocol Review Form:

The Principal Investigator should complete an *ACUC Protocol Review Form* and submit it to the ACUC Secretary. A blank electronic form may be obtained from the ACUC Coordinator, email: ACUCsecretary@mailer.fsu.edu, or dbaxley@mailer.fsu.edu, Phone: 644-4262. The ACUC Protocol Review Form should be submitted for review 60 days in advance of the submittal of the grant proposal to a funding agency, to assure adequate time for ACUC review and approval. Protocols submitted by the 1st of the month are reviewed during the same month. Principal Investigators wishing to use the newly instituted NIH (as well as other funding agency) 'Just-In-Time' grant proposal review process must bear in mind that the ACUC is under no obligation to perform expedited reviews nor grant approval; such protocols will be routed through the usual in-house review process.

Investigators should be aware that submittal of an ACUC Protocol Review Form does not generate an automatic approval. The FSU Animal Care and Use Committee may take one of three actions with regard to an individual protocol: approve, require modifications for approval or withhold approval. Only the first action allows for the use of animals. In an effort to increase the chance for

approval during the first review by the ACUC (and to decrease the total amount of time from submission to approval), LAR offers a pre-review process that helps identify issues of concern and works with investigators to help with corrections and modifications.

Significant Change Form: Any modifications to existing procedures, any additions of new procedures or species, or the addition/deletion of personnel must be approved in advance by the ACUC. Requests for changes to existing protocols may be submitted on a *Significant Change Form* which can be obtained from the ACUC Coordinator, email: ACUCsecretary@mailers.fsu.edu, or dbaxley@mailers.fsu.edu, Phone: 644-4262.

ACUC Protocols are approved for a 3-year period. Continuing projects require a complete re-write and submission of the ACUC Protocol Review Form once every 3 years. USDA covered species require an annual review in addition to the tri-annual re-write. The only exceptions to this policy are Film School and Theatre projects which are approved until the end of the calendar year in which they are submitted.

Once the ACUC Committee has approved a protocol, the ACUC Secretary will send out written notification to the Principal Investigator that his/her protocol has been approved.

Training - Federal regulations and guidelines require Institutions to provide assurance that individuals working with animals have received appropriate training and are qualified to humanely use animals in the course of research, teaching or testing. The FSU ACUC has established minimum requirements that ALL individuals must complete prior to beginning any animal work at FSU. These requirements can be obtained from the ACUC Coordinator, email: ACUCsecretary@mailers.fsu.edu, or dbaxley@mailers.fsu.edu, Phone: 644-4262. Exemptions to training requirements may be requested in accordance with the current ACUC Training Policy. Approval of protocols may be withheld pending completion of mandated training.

Medical Monitoring - All personnel who have contact with vertebrate animals or research animal products must be enrolled in the FSU Medical Monitoring Program. Public Health Service Policy requires that each University receiving federal support for research involving vertebrate animals have a Medical Monitoring Program for personnel with animal contact. Following the guidelines of the NIH and the National Research Council (NRC) publication Occupational Health and Safety in the Care and Use of Research Animals, Florida State University has developed such a program. The Medical Monitoring Program provides information, examinations and inoculations for personnel involved with animals. The ACUC requires enrollment in this program. For information on how to enroll, please contact the ACUC Secretary, the EH & S Biological Safety office or review the information on the program at <http://www.safety.fsu.edu/mmvau.html> . The enrollment form is available at <http://www.safety.fsu.edu/mmvau.html#appendix> . Failure to enroll in the program may result in delay of ACUC protocol approval.

Requirements For Release Of Funds*

1. Funding agencies require assurance that the animal work in a grant proposal has been reviewed and approved by the Institutional Animal Care and Use Committee. If required by the funding agency, it is the responsibility of the Principal Investigator to request a letter from the ACUC Secretary to provide the granting agency with assurance of ACUC approval of the protocol and any other pertinent information required by the funding agency. Such letter will contain FSU's NIH Animal Welfare Assurance Number. Approval Pending letters are no longer accepted by the NIH and several other agencies. It is the responsibility of the Principal Investigator to submit all paperwork necessary for ACUC approval in a timely fashion; the ACUC is not obligated to expedite the approval process.
2. **Regardless of specific funding agency requirements, no funds (internal or external) will be released to the PI until an ACUC Protocol Review Form has been submitted to and approved by the FSU Animal Care and Use Committee. In addition, a copy of the grant will be compared to the ACUC Protocol Review Form at the time SRA receives confirmation that a grant proposal has been funded to confirm that all proposed animal work in the grant is covered under the ACUC Protocol Review Form.** Should discrepancies be noted, funds will not be released until any additional procedures or species have been appended to the Protocol Review Form and approved by the ACUC. If you have questions about timing for this approval or other issues related to either the ACUC Protocol Review Form or the SRA Animal Subjects Use Form, contact the ACUC Coordinator, email: ACUCsecretary@mail.fsu.edu, or dbaxley@mail.fsu.edu, Phone: 644-4262.
3. **Sponsored Research (SRA) Animal Subjects Use Form:**
The FSU Transmittal Form for Sponsored Projects confirms whether animal subjects are to be used in a project. If animals are to be used, principal investigators should submit an **SRA Animal Subjects Use Form**, http://www.research.fsu.edu/media/2655/animal_subjects_use_form.doc, along with the grant proposal transmittal form to SRA. **The signature of the Principal Investigator is required on the SRA Animal Subjects Use Form as assurance that all animal use proposed in the grant proposal is, or will be, included in an approved ACUC Protocol Review.*** LAR requires a copy of this form before administrative assurance will be provided to a funding agency that ACUC approval has been granted.

*Please note: The same requirements exist for the transfer of funds from another institution.

BAC Committee

The Biomedical Advisory Committee (BAC) advises the Provost on issues not within the purview of the ACUC. Matters such as public education on the use of animals in teaching and research and per diem charges for animals fall within the scope of the

* Updated 08/11/2009 by Diana Key, SRA

BAC. All space assignments and commitments of vertebrate animal research space should be reviewed by the BAC in conjunction with the Department or College prior to job offers or reassignment of animal space. To request animal use space please submit a request to the BAC secretary at dbaxley@mailier.fsu.edu or if you need assistance please call Debra Baxley at 644-4262.

Animal Housing and Procedure space

Deans and Chairs should be aware that when approving the submission of sponsored projects, by signing the Proposal Transmittal Sheet they are certifying that they have read the proposal and approve the activity, and that, among other things, space associated with the project, including space for animals if appropriate, is available.

All animal research and housing space must meet or exceed *Guide* requirements and are often at a premium. Requests for space should be sent to the FSU Biomedical Advisory Committee and can be sent care of Debra Baxley dbaxley@mailier.fsu.edu, Phone: 644-4262. It is recommended that anyone anticipating a need for animal research and housing space contact LAR for assistance in determining whether space is available.

How to Order Research Animals

All animal purchases are processed through Laboratory Animal Resources staff by emailing a completed Animal Request Form to dbaxley@mailier.fsu.edu The standard deadline for submittal of animal order requests is Thursday at 12:00 noon. However, please be aware that vendors may impose special deadlines for special requests such as special strains, breeding dates and similar requests. All requests received after the deadline will be processed the next week. Please note that it is the responsibility of the Principal Investigator to ensure that all requirements for ACUC approval and BAC animal use space are met prior to ordering. In addition, please ensure that payment reimbursements to LAR are processed in a timely manner. To obtain a copy of the animal request form or for questions or concerns regarding the purchase and payment of animals please contact Debra Baxley at 644-4262.

Budgeting

It is important that research proposals accurately reflect the direct costs of meeting today's strict animal care standards. For assistance with completing animal related budget projections for a proposal, contact SRA or LAR.

1. Costs, Care, and Housing of Animals

Contact Laboratory Animal Resources at 644-4262, for complete information on current per diem rates to make sure that these costs are appropriately budgeted. A complete list of the current per diem rates can be obtained from the ACUC Coordinator, email: ACUCsecretary@mailier.fsu.edu, or dbaxley@mailier.fsu.edu, Phone: 644-4262.

2. Special Costs

Items such as remodeling, special transportation of animals, freight costs, technical assistance, special foods, drugs, and related items frequently are often

overlooked in planning animal research. For assistance in planning for these budget items, please contact the LAR Administrative Office at 644-4262.

Prescription Drugs and Controlled Substances

Federal and state laws require that all such substances utilized in the course of research may only be obtained by individuals holding special licenses. For assistance in obtaining these licenses, contact FSU EH & S at 644-8916 or 644-0818. For further information on the program, see <http://www.safety.fsu.edu/substancemanual.html>