**IACUC Guidelines**

**Responding to IACUC Requests**

It is imperative that all researchers engaged in animal research at UM respond promptly to all correspondence from the IACUC. This is necessary to maintain accurate protocols, records and reports as well as ensuring compliance with federal law. Continued animal research at UM depends on the cooperation of all PI’s and their obligations to regulating agencies.

*It is the PI’s responsibility to: (a) ensure all personnel listed on an animal use protocols (AUP) are appropriately trained and training is documented, (b) ensure AUPs accurately list all personnel engaged in the approved research, (c) all personnel have read and understand the AUP along with their individual role, and (d) comply with all IACUC policies, procedures, decisions, conditions, requirements, and requests (the Guide, 8th edition).*

 **To encourage responsiveness and prevent IACUC program non-compliance, the following procedure will be followed when timely responses to the IACUC are required:**

**1.** TheIACUC Manager, AV or IACUC Chair will include “Prompt Response Required” in the email subject line to notify the email recipient that a prompt response is required. Recipients are expected to respond to the email within five (5) business days unless otherwise directed. If the recipient is not the PI on the applicable AUP (i.e., the recipient is a student, post-doc, or research staff), the PI will be copied on the original email request.

**2.** If the recipient is non-responsive to the first email, a second email will be sent requesting a response within three (3) business days. The IACUC Chair will be copied on the second email notification.

**3.** If there is no response from after the second request, the IACUC Manager, will send a third email requesting a response within one (1) business day and will include as recipients the IACUC Chair along with the PI’s applicable department chair and/or college dean.

**4.** If there is no response after the third request, the IACUC Manager will:

* revoke Griz Card access to LAR facilities for PI and all their staff.
* the IACUC Chair will request voluntary stoppage of active protocol(s).

**5.** If there is still no response or steps have not been taken to reinstate access or protocols, the IACUC Manager and Chair will request an emergency IACUC meeting to discuss possible sanctions including suspension of all active AUPs. If a quorum of IACUC members vote to suspend a PI’s active protocol(s) the IO in consultation with IACUC Committee will notify funding agencies, OLAW (PHS policy IIII.C.6) and USDA (if USDA regulated species are involved). The PI’s department chair and dean will also be notified.

**Reinstating Griz Card access/protocols:**

If Griz Card Access and/or AUP suspension occurs, there are two steps that must occur to restore the ability to perform animal work at UM:

1. Requested information must be provided to the IACUC Manager.
2. The PI and/or research staff must complete the “Working with the IACUC" CITI course.