

Animal Subjects Protocol Form and Instructions

This section contains the forms needed to obtain Institutional Animal Care and Use Committee (IACUC) review and approval of research and teaching projects using live, vertebrate, non-human animals, as required by federal law and SFSU policy.

Regulations require that:

- The IACUC reviews all animal use carried out in university facilities, as well as fieldwork and research at other institutions conducted by SFSU personnel. All projects are to be approved prior to the actual use of animals, whether it involves research/teaching or warm/cold blooded vertebrates or vertebrate animal products.
- The approval of animal use will be granted for a three-year period for non-USDA regulated species and one year for USDA regulated species (e.g., rabbits, guinea pigs). The IACUC is required to review activities annually, even though it may be a multiple-year project.

The forms are designed to help provide sufficient information to allow a meaningful review of your proposed animal use. To obtain project approval, please follow these instructions:

- Provide a TYPED copy of your completed Animal Subjects Form. Handwritten copies will be returned without review.
- Complete all information and be explicit, but brief, when providing details. "See attached proposal" is not an acceptable response. Forms submitted with inadequate information will be returned.
- Attach a copy of the grant application, proposal, or other documents giving detailed descriptions of all procedures involving animals.
- All researchers are required to pass the SFSU online animal research certification course (or its equivalent from other institutions), which takes approximately 2 hours. A certificate is issued to the researcher upon successful completion of the course. The certificate must be printed out and included in the protocol materials. Researchers must provide a copy of the certificate with each protocol they submit. ***The certificate is valid for three years from the date of certification.***

Be advised that the Animal Subjects Form is a public record and may be released upon request. Should certain information be confidential (e.g., experimental design/hypothesis, materials used, etc.), please indicate such items.

Sufficient lead-time is necessary to obtain approval and should be taken into consideration in planning start dates or need for approval for funding agencies. Please allow 2 months for UACUC review and decision.

Assistance for animal procedures and use of anesthetic/analgesic procedures and methods of euthanasia is available. The attending veterinarian must be consulted in the planning of potentially painful/stressful procedures. Should you have questions regarding specific items on the form or general questions involving animal regulations/policies, contact the UACUC administrator at 415-338-1093 or protocol@sfsu.edu.

ANIMAL RESEARCH AND TEACHING PROTOCOL FORM

San Francisco State University

A completed protocol form must be submitted for review to the SFSU Institutional Animal Care and Use Committee (**IACUC**), Adm 254J. Allow at least eight weeks for the review process.

Title of Project: _____

Principal Investigator: _____ Email: _____

Address: _____ Department: _____

Telephone: _____

Rank: Undergraduate Master Faculty Other (describe): _____

If for a course, indicate course # _____

Anticipated Beginning and Ending Dates: _____ to _____
mo / dy / yr mo / dy / yr

Faculty Advisor/Sponsor Assurance Statement:

As the Faculty Advisor/Sponsor, I certify that I have reviewed this protocol and affirm the merit of this research project and the competency of the investigator(s) to conduct the project. (A signature is required for all student research projects, undergraduate or graduate, and for all persons not affiliated with SFSU.)

| | | | |
|---------------|--------------------|----------------|---------------|
| _____ Name | _____ Signature | _____ Email | _____ Date |
|---------------|--------------------|----------------|---------------|

Department Chair, Graduate Coordinator, or Designated Colleague:

| | | | |
|---------------|--------------------|----------------|---------------|
| _____ Name | _____ Signature | _____ Email | _____ Date |
|---------------|--------------------|----------------|---------------|

For Office Use Only

Approved

Not Approved

Chair of IACUC
Expiration Date

Approval Date

Field Observation Project

If the animal procedures planned for this research involve simple field observations in which the lay public could also participate with NO IMPACT ON EITHER THE ANIMALS OR THEIR ENVIRONMENT, it is not necessary to complete the subsequent sections of this protocol form unless permits are required. Instead:

- On a separate sheet of paper describe the study activities and goals of this activity. Include all the precautions taken to ensure no adverse impact on the study animals and their environment.
- Provide documentation that permits and/or letters of permission are not required.
- Sign the Assurance form.
- Complete the SFSU Online Animal Research Certification Course.

Use of Existing Specimens

If the research involves solely the use of museum specimens or specimens that someone else has gathered, or specimens that the researcher previously gathered, it is not necessary to complete the subsequent sections of this protocol form. Instead:

- On a separate sheet of paper describe the study activities and goals of this activity.
- Provide a letter from the source authorizing access to the samples and indicating that samples were collected appropriately.
- Sign the Assurance form.
- Complete the SFSU Online Animal Research Certification Course.

Use of Avian Embryos

Research involving avian embryos may not require a complete protocol. Please see the Policy for Use of Avian Embryos to determine if your research requires a complete protocol. If your research does not require a complete protocol, it is not necessary to complete the subsequent sections of this protocol form. Instead:

- Complete the Avian Embryo Use Summary form attached to the Policy for Use of Avian Embryos.
- Sign the Assurance form
- Since you are not considered to be using live animals, you do not need to complete the SFSU Online Animal Research Certification Course.

All Other Research

1. Animal Species, Numbers, and Sources.

List all animal species (and strain) and indicate numbers to be used per year. Give common name for standard laboratory species, and both common and scientific name for non-standard laboratory species. Indicate the source of each species to be used. Attach additional sheets if necessary.

| Species (and Strain) | Number per Year | Source |
|----------------------|-----------------|--------|
| | | |
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| | | |

2. Location of animal procedures and/or housing.

List all locations where animal procedures will be performed. If off-campus, indicate where (e.g., Point Reyes National Seashore, UCSF). (Check with the facility Director before identifying on-campus facilities.)

| Species | Housing | Surgery/Recovery | Euthanasia |
|---------|---------|------------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |

3. Are permits required for importation, collection or maintenance of animals?

No Yes. If yes, list agencies that require permits, and permit status below. Submit a copy of the permits to the IACUC with each application.

1. Agency _____

Permit Application: Approved Pending To be submitted

2. Agency _____

Permit Application: Approved Pending To be submitted

4. Will any hazardous materials/agents be administered to the animal?

No Yes. If yes, explain risk and safety procedures to be followed by laboratory and animal facility personnel (for infectious agents also indicate the appropriate CDC biosafety level). Please consult SFSU documents concerning "Biohazard Control, Biological and Carcinogenic Agents."

5. List below all persons, other than the PI, who will have significant contact with the animals involved. **All persons having contact with animals or animal products must complete the animal research certification course.**

| Name | Nature of Involvement (Co- Investigator, Graduate Assistant, etc.) |
|-------|--|
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |

6. Funding Sources and Dates:

Narrative (For survival surgery, also complete the supplemental Survival Surgery Form)

A. Objective/Significance. Describe in non-technical terms, the scientific or educational aims of the project. Justify the project in terms of its potential value in obtaining or establishing significant information relevant to the understanding of humans or animals, maintenance and improvement of human or animal health and welfare, improvement of animal management or production, or achievement of educational objectives.

B. Lay Description of Experimental Design: In language that will be understood by members of the general public, provide a succinct outline of the formal scientific plan and direction for experimentation. If several experimental groups or sequential studies are to be included in the protocol, description of the experimental design for each separate experimental group should be contained in sub-parts of this section.

C. Methods. Describe the experimental protocol in detail. Include information on behavioral, dietary, environmental, pharmacologic, physiologic, surgical, etc., manipulations. Describe procedures designed to minimize discomfort, distress, pain and injury to the animals. If anesthetics, analgesics or tranquilizers are to be used, detail the dosage, route of administration, and duration.

For field research, include details of animal capture, handling, restraint, marking, and release. (While the research design may not include euthanasia, this may be necessary if animals are inadvertently injured. Emergency euthanasia methods need to be identified below.)

D. Euthanasia. Explain the methods to be used and the reasons for their selection. List agents, dosages and routes of administration. Provide information on the final disposition of the animal.

E. Investigator Qualifications. Describe your qualifications and training for carrying out all animal procedures and what training you will provide for persons handling animals. It is your responsibility as the PI to ensure that all personnel handling animals have been appropriately trained. The training must be registered with the IACUC.

F. Animal Use. Justify the use of animals vs. non-animal alternatives, the choice of species (why this is the most appropriate species/strain to use in these studies), and the numbers of animals to be used (provide a breakdown of the animals into experimental group, identifying each experimental group and the numbers of animals in each group).

In discussing alternatives, consider the "3 Rs":

- a. Replacement: Those methodologies (computer programs, tissue culture techniques, epidemiological data, etc.) which replace the use of animals.
- b. Reduction: Those methodologies which reduce the numbers of animals used in the protocol.
- c. Refinement: Those methodologies which refine the procedure to minimize the amount of discomfort that the animal may experience.

Include the computer database searched (e.g., Medline, Index Medicus, etc.) or other sources, such as journals or meetings that you used to determine that: a) there are no appropriate alternatives for this research and/or b) this protocol does not unnecessarily duplicate previous experiments by yourself or others. A computer search of at least two databases is required. A search for alternatives may include words such as “cell culture”, “in vitro”, or “computer models” or it may include a less sentient animal species. The search should be for reduction and refinement, not just replacement of animals.

Provide the databases searched, the key words used, the years searched, and the date of your search. Summarize the outcome of your search. If there are any hits, explain: a) why these would not be acceptable as a replacement for your in vivo work and/or b) how your study differs from previous work.

Three databases designed specifically to search for alternatives that you might want to use are:

<http://altweb.jhsph.edu/>

http://www.vetmed.ucdavis.edu/Animal_Alternatives/altsearch.htm

G. References/Bibliography

APPLICANT'S ASSURANCE

I assure that:

A. This protocol provides a complete and accurate description of all proposed uses of live vertebrate animals or animal products in this research activity. Any proposed revisions to animal care and use procedures will be promptly forwarded in writing to the IACUC for review.

B. I will abide by all applicable laws, policies and regulations, including the Animal Welfare Act, the NIH Guide for the Care and Use of Laboratory Animals, and all SFSU policies and procedures regulating the humane use of vertebrate animals or animal products in instruction and research. I will ensure that students, fellows and staff under my supervision have access to and are familiar with these policies and will comply with the procedures described.

C. I will comply with all regulations governing the importation, collection and/or maintenance of wild species, including obtaining permits from all applicable regulatory agencies prior to the acquisition of animals.

D. All experiments involving live animals will be performed under my supervision. Listed participants will perform only those procedures for which they have received adequate training.

Signature

Date