Key Contact Information

- Michele Pratt, IACUC Compliance Administrator (mpratt@rice.edu | 713-348-6202)
- Kelly Campbell, Animal Resource Facility Manager (kellyc@rice.edu | 713-348-3502)
- Dr. Chris Smith, Rice Veterinarian (RiceVet@gmail.com | 713-500-7732)
- Hope Grant, ERA Training Specialist (hope.c.grant@rice.edu | 713-348-3801)
- Elle Ristow, ERA Administrator (elle.ristow@rice.edu | 713-348-3329)
SUBMISSION REQUIREMENT

When there is any use of vertebrate animals at Rice University or any use of vertebrate animals funded by Rice University extramural and/or intramural funds, an IACUC Protocol application must be submitted. Studies must be reviewed and approved by the IACUC prior to initiation.

There should be a separate submission for each species and for each project. Project Applications should be submitted in IRBNet for New Protocols, Modifications, Renewals, Continuing Review and Collaborative Studies. IACUC and IBC Applications must be submitted separately. If both protocols are completed on the same application, the application must be submitted to both committees. INCOMPLETE FORMS WILL BE RETURNED RESULTING IN DELAYS IN THE COMMITTEE REVIEW PROCESS.

In the below noted circumstances, prior approval from the Rice Institutional Animal Care and Use Committee (IACUC) is required in order to conduct laboratory animal studies.

- Rice University extramural and/or intramural funds are used for the purchase of laboratory research animals
- Rice University extramural and/or intramural funds are used to house or manipulate laboratory research animals.

Use of IACUC Multi-purpose Application

The IRBNet IACUC/IBC Application should be used for all submissions with the following exceptions:

- There are multiple Rice IACUC approvals associated with a grant.
- A portion of the live vertebrate animal work is conducted/outsourced at another institution under approval of their IACUC.
- All of the live vertebrate animal work is conducted/outsourced at another institution under approval of their IACUC.
- There is commercial/outsourced production of biological agents e.g., transgenic animals or antibody production

If any of the above referenced circumstances are true, please go to the Document Library, download “IACUC Multipurpose Application”, complete the form, upload to your Project Package, and submit.

The collaborating institution’s full protocol and IACUC approval of the protocol should be provided as part of the Multi-Purpose Protocol application form.

Please note that the Multi-Purpose Protocol cannot be used when collaborating with a foreign institutions.
SUBMISSION PROCESS

All IACUC Protocol Applications should be submitted to the Compliance Administrator via IRBNet. It is important to ensure that all steps of the application preparation process have been completed before submission to the respective committee for review.

For all IACUC protocols, the process involves 2 phases:

STEP 1: Download all necessary applications, appendices and templates from IRBNet
- Select the document library for the appropriate committee
- Please refer to the IACUC website for specific format instructions and refer to the IRBNet Resources for more information about the electronic submission process
- Complete all necessary documents and save them for attaching later.

STEP 2: Prepare application in IRBNet
- Complete the online document “Rice University IACUC/IBC Application” or attach the Multi-Purpose Protocol Application Form if this is a collaborative study or the Abbreviated Protocol for the Use of Non-Living Unfixed Animal Tissues.
- Upload all completed supporting documents, templates and appendices to the protocol or registration in IRBNet

FOR NEW APPLICATIONS
- Create a New Project in IRBNet
- Complete the online document “Rice University IACUC/IBC New Application” or attach the Multi-Purpose Protocol Application Form if this is a collaborative study
- Upload all completed supporting documents, templates and appendices to the protocol or registration in IRBNet

FOR 3-YEAR RENEWAL APPLICATIONS
- Create a New Project in IRBNet. For the online document clone the previously approved protocol (Rice University IACUC/IBC New Application), and revise as needed or attach the Multi-Purpose Protocol Application Form if this is a collaborative study or the Abbreviated Protocol for the Use of Non-living Unfixed Animal Tissues
- Upload all completed supporting documents, templates and appendices to the protocol or registration in IRBNet

FOR SEMI-ANNUAL CONTINUING REVIEWS OR MODIFICATION REQUESTS
- Create a New Package within the Project in IRBNet
• Upload all completed supporting documents, templates, and appendices to the protocol or registration in IRBNet

NOTE: If there are personnel additions/deletions, or any other changes, clone the approved IACUC/IBC Application Form and update all applicable Sections.

CHECKLIST

• Did you share your project with all personnel listed on the project?
• Did everyone sign the package?
• Are all training credentials and records linked for all personnel?
• Did you submit the project package?
**TYPE OF APPLICATION**

*R* = Required | *O* = Optional (depending on type of change)

<table>
<thead>
<tr>
<th>STUDY TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;&gt; New Protocol Application</td>
</tr>
<tr>
<td>Semiannual Review of an existing approved protocol</td>
</tr>
<tr>
<td>Modification to an existing approved protocol</td>
</tr>
<tr>
<td>3YR Renewal of an existing approved protocol</td>
</tr>
<tr>
<td>Collaborative Study (New or 3YR Renewal of an existing approved protocol)</td>
</tr>
<tr>
<td>Study using animal cells or tissues (New or 3YR Renewal of existing approved protocol)</td>
</tr>
<tr>
<td>Unanticipated Adverse Event/Protocol Deviation</td>
</tr>
<tr>
<td>Rice IACUC/IBC Application</td>
</tr>
<tr>
<td>IACUC Semiannual Review Form</td>
</tr>
<tr>
<td>IACUC Modification Request Form</td>
</tr>
<tr>
<td>IACUC Progress Report</td>
</tr>
<tr>
<td>IACUC Multipurpose Protocol Application</td>
</tr>
<tr>
<td>IACUC Tissue Protocol Application</td>
</tr>
<tr>
<td>IACUC Unanticipated Adverse Report</td>
</tr>
<tr>
<td>MOU</td>
</tr>
</tbody>
</table>

**O**<sup>1</sup>: If all the changes that you plan to make cannot be captured in the IACUC Semiannual Review Form, which can be found in the IACUC Document Library, you must create a new project package, clone the previous package, make appropriate changes, and submit it.

**O**<sup>2</sup>: If all the changes that you plan to make cannot be captured in the IACUC Modification Request Form, which can be found in the IACUC Document Library, you must create a new project package, clone the previous package, make appropriate changes, and submit it.

**R**<sup>*</sup>: You must create a new project package, clone the previous package, make appropriate changes, and submit it.