

## IACUC Office Memo Regarding COVID-19

The IACUC office will continue to support the Animal Study Protocol (ASP) submission and review process as seamlessly as possible during the COVID-19 situation. The following steps are being taken:

1. In line with University guidance on social distancing and to minimize the potential spread of COVID-19, the IACUC meetings will be held by videoconference the 3<sup>rd</sup> Thursday of each month.
2. ASP submissions with a deadline for Just-In-Time (JIT) materials will be prioritized and processed as quickly as possible. To help with this process, it is important that you submit the ASP as soon as you receive the JIT notice. A typical review takes 3-6 weeks.
3. IACUC Office Staff members are accessible via email at [acuc@northwestern.edu](mailto:acuc@northwestern.edu) for protocol related questions.
4. If you have an emergency related to protocol submissions, please contact Mandy Kozlowski at [m-kozlowski@northwestern.edu](mailto:m-kozlowski@northwestern.edu) or by phone at 312-503-0109.

As the COVID-19 situation evolves, please be sure to look for additional communications and guidance from the University at <https://www.northwestern.edu/coronavirus-covid-19-updates/index.html>.

Thank you,

Northwestern IACUC Office