

Form 3-98 (rev. May 2009, March 2014, September 2014)

ANIMAL RESEARCH AND USE REQUEST FORM

IACUC# _____

New Proposal _____ Revision/Update _____ Continuing Review _____

Procedure for requesting approval of student/faculty, class/research projects involving animal use at Northeastern State University:

USDA and Public Health Service regulations require that all institutions that use federal funds to carry out research or teaching that involve the use of live, warm-blooded vertebrate animals have a standing Institutional Animal Care and Use Committee (IACUC). The IACUC is charged with reviewing, and approving or disapproving, all research and teaching protocols involving live, warm-blooded animals. This committee, being one of a few federally-mandated committees, also has the responsibility to oversee uses of animals in general, to assure a sound and responsible animal care and use program.

Northeastern State University has several sites that fall under the supervision of the IACUC. This includes the main campus in Tahlequah, the College of Optometry program, NSU-Broken Arrow, NSUMuskogee, and all other distance learning and outreach sites where either NSU students or faculty are involved in teaching or research. While no action of the NSU IACUC will supersede action taken by a site institutional review board, no NSU student or faculty will use live, warm blooded vertebrate animals for teaching or research activities without previous approval from the NSU IACUC. However, the NSU IACUC may require prior approval from a non-NSU site institutional review board before approving an animal use request.

If planning to only observe animals either in the wild or housed at another institution (e.g., zoo), faculty and students are not required to submit an Animal Research and Use Request form to the NSU IACUC. If only observing animals, it is understood that there will be no direct, physical contact with the animals in question. However, researchers are encouraged to contact the appropriate institution/land owner where the animals are kept before conducting any observation, and are expected to follow any laws, rules, regulations or policies that might apply to the activity.

INSTRUCTIONS FOR USE: This form should be completed and returned to the IACUC when planning to use live, warm-blooded vertebrates in research or classroom activities at least 30 days before the project is planned to start. Please refer to the "University Policy Regarding the Use of Dead Animals and/or Dead Animal Parts" when planning to use dead animals or dead animal parts. Researchers are required to receive permission from the appropriate IACUC, land owner, or organization when planning to observe any animals housed or managed by another institution, organization, etc. Please answer all questions on this form. Incomplete forms may delay the determination of the IACUC

Name(s) of applicant(s) _____ Student _____ Faculty _____

Signature(s) of applicant(s) _____

Home or work address _____

Home, cell or work telephone number _____

Class project____ (complete items 1-5) Research project____ (complete items 6-7)

(1) Class requiring project_____

(2) Class project title_____

(3) Other students involved_____

(4) Faculty requiring project & faculty signature_____

(5) Faculty office and telephone number_____

(6) Research project title_____

(7) Co-investigators_____ Attach a summary of your proposal. Be sure to include the rationale, purpose and expected outcomes of the project. Be specific as to the animal(s) involved and numbers of animals that you plan to use, and describe where and how the animals are to be housed. Projects where the animal will experience pain with or without relief will require justification for consideration. Include the time-line or dates of the project, and any relevant supporting documentation.

Has this project been approved by the appropriate external institutional review board, organization, land owner, or committee? (circle one)

Yes No Provisional N/A

Date of determination_____ Institution_____ If approved, submit copy of letter of notification or approval form.

Have all required federal and state permits been obtained? (circle one)

Yes No N/A

Attach a copy of all permits.

Following NSU IACUC determination, a copy of this form will be returned to the applicant.

NSU IACUC Determination: Yes No Provisional Approval

Explanation for denial or provisional approval_____

Signed_____ Date:_____

Chair, NSU IACUC -OR-

Signed_____ Date:_____

Director, NSU Bioscience Research Facility