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