**ANIMAL STUDY PROPOSAL**

1. **PROTOCOL TITLE:** (Include relevant course numbers if applicable)
2. **ADMINISTRATIVE DATA:**

 **Principal Investigator:** (first name last name)

 **Department:**  (your department)

 **Campus box number:** (your campus box/suite number)

 **Office number:**  (your building/office number; e.g. IC 341)

 **Telephone:**  (your campus extension)

 **Email:**  (your campus email)

 **Other personnel involved in procedures with animals in this protocol:**

(please list all students, staff, and faculty, that will have animal access under this protocol; this should include any hired animal caretakers)

1. **ANIMAL STUDY TYPE:**
2. **PROPOSAL SUBMISSION TYPE:**
3. **ANIMAL REQUIREMENTS:**

 **Species name:**  **Common name:**

 **Other species not listed above:**

 (list species scientific and common names here if not listed in drop down menus above)

 **Strain, subspecies, or breed:** (complete as needed)

 **Sex:**  **Approximate age, weight, or size:** (enter known data)

 **Health status:** (indicate health status as appropriate; e.g. healthy)

 **Vendor/sources:** (indicate animal source)

 **Animal housing location(s):** (where animals will be housed)

 **Animal procedures location(s):** (where animal procedures will be conducted)

 **Number of animals used in study**

 **Year 1:** 0 **Year 2:** 0 **Year 3:** 0 **Total:** 0

1. **LAY ABSTRACT:**

(Please provide a complete, but concise, project overview using non-technical language suitable for a non-scientific audience.)

1. **DESCRIPTION OF EXPERIMENTAL DESIGN AND ANIMAL PROCEDURES:**

(Please provide a concise account of the experimental design and animal procedures proposed in this study. Describe in more detail new procedures not previously approved. Please use simple and concise language.)

1. **STUDY OBJECTIVES:**

(Concisely describe how animals will be used in research or teaching.)

1. **RATIONALE FOR ANIMAL USE:**

(Include a concise justification for why animals must be used for this study. Include an accounting of any alternatives considered and the reasons for rejection.)

1. **NARRATIVE FOR ALTERNATIVES CONSIDERED:**

Please list databases searched, key words used for searches, and results, if any, for alternative approaches not requiring animal use.

 **Databases searched:** (indicate here)

 **Keywords used:** (indicate here)

 **Search results:** (indicate here; if no results, please indicate as such)

 **Written narrative if required by Section M:** (type here)

1. **TRANSPORTATION:**

(As appropriate, concisely describe how animals will be transported from holding areas to procedure areas. If no animal transport will occur with this study (e.g., a holding protocol), indicate "none.")

1. **SURGERY:**

 Does this study involve survival or non-survival surgery?

 If yes, explain: (Please provide a concise overview of surgical procedures)

 Does this study involve survival surgery conducted at Austin College?

 Does this study involve survival surgery away from Austin College?

 If yes to either question above, explain: (Describe proposed surgical procedures and plans for post-operative care.)

1. **PAIN OR DISTRESS CLASSIFICATION AND CONSIDERATION OF ALTERNATIVES:**

 Do you anticipate the animals will experience pain or distress as result of procedures presented in this proposal?

 If yes, complete the following table. If USDA classification D or E is indicated, you must provide a written narrative of alternative procedures considered and rejected in Section J above. Your narrative should describe procedures that are designed to assure that pain and discomfort is limited to that which is unavoidable for the conduct of scientifically sound research practices.

|  |  |  |  |
| --- | --- | --- | --- |
| **Species** | **USDA Classification:****B, C, D, or E****(See Appendix A)** | **Number of animals used each year** | **Total number of animals:** |
| **Year 1:** | **Year 2:** | **Year 3:** |
| (common name) | B, C, D, or E | 0 | 0 | 0 | 0 |
| **Total number of animals (should equal total from section E):** | 0 |

  **The attending veterinarian has been consulted in the planning of potentially painful or distressful procedures.**

M/d/yy **Date of attending veterinarian consultation, if applicable.**

1. **ANESTHESIA, ANALGESIA, TRANQUILIZERS, OTHER AGENTS:**

(Please indicate specific types of materials used.)

1. **METHOD OF EUTHANASIA OR ANIMAL DISPOSITION AT END OF STUDY:**

(Please indicate method used.)

1. **HAZARDOUS AGENTS:**

Will animals or personnel be exposed to any of the following? If yes to any of the three, in the space below, please add a written narrative listing the agent, safety procedures to be followed, and date(s) of approval for each by the Biosafety committee.

 Biological/Infectious agents

 Hazardous chemicals or drugs

 Recombinant DNA

(Enter narrative here if applicable.)

1. **TRANSGENIC AND KNOCKOUT ANIMALS:**

(Explain the need, use, and any special care requirements of any genetically-modified animals to be used in the study. Indicate "none" if not applicable.)

1. **FIELD STUDIES**

(Indicate which aspects of the study will conducted in the field (or "none" if not applicable), field site locations, and permitting requirements, if any, for the proposed work.)

1. **SPECIAL CONCERNS OR REQUIREMENTS OF THE RESEARCH STUDY:**

 The activities described in this application do not unnecessarily duplicate previous experiments.

 (briefly explain as necessary)

 This research is a direct extension of previous work on this species.

 (briefly explain as necessary)

 This research seeks to extend previous findings from other species specific to this species.

 (briefly explain as necessary)

 Nothing is known about the physiology/behavioral phenomena of interest in this species.

 (briefly explain as necessary)

 This species is the most cost-effective for this proposed research.

 (briefly explain as necessary)

 Power analyses indicate the proposed number of animals is the lowest required for statistically valid tests of the hypothesis.

 (briefly explain as necessary)

 The experimental design, experimental variability, or technical reasons require a large sample size of animals.

 (briefly explain as necessary)

 Other considerations. (briefly explain)

1. **SPECIAL CONCERNS OR REQUIREMENTS OF THE TEACHING STUDY:**

 This species is the best choice for this proposed study.

 (briefly explain as necessary)

 All students will receive training regarding the specific handling requirements of the species to be used in the study prior to working with any animals.

 (briefly explain as necessary)

 Have the protocols and procedures used in this study been used previously in a teaching course setting?

 (briefly explain as necessary)

 Other considerations. (briefly explain)

1. **PRINCIPAL INVESTIGATOR ASSURANCES:**

***All assurances below must be answered prior to submission to the IACUC.***

 I certify that all individuals working on this proposal who are at risk are informed of the risk and will be either excluded from involvement in the research or be monitored carefully.

 I certify that individuals listed in Section B are authorized to conduct procedures involving animals under this proposal: will have completed the institutionally required investigator training course, or will have received training in the biology, handling, and care of this species prior to beginning any work; understand the concept, availability, and use of research or testing methods that limit the use of animals or minimize distress; and will be informed of the procedures for reporting animal welfare concerns.

 I certify that I will submit the appropriate annual review forms pertaining to this study, and I will obtain approval from the IACUC prior to initiating any significant changes to the protocols in this study.

 I certify that I will notify the IACUC regarding any unexpected study results that impact the animals. Any unanticipated pain or distress, morbidity or mortality, will be reported to the attending veterinarian and the IACUC.

 I certify that I am familiar with and will comply with all pertinent institutional, state, and federal rules and policies governing the use of animals in teaching and research. As pertinent to field studies, I will obtain all appropriate permits for collecting or operating at fields sites prior to the start of the study.

 I certify that I understand I am responsible for maintaining records of all animals used and procedures carried.

1. **SIGNATURE AND SUBMISSION INSTRUCTIONS:**

Typing your full name below as your signature indicates that as principal investigator of the study you understand you are responsible for maintaining appropriate and accurate record keeping pertaining to the use of animals during the course of the study, and for reporting animal use numbers on an annual basis, or as requested by the IACUC. You are also aware that you have the ultimate responsibility, on a day-to-day basis, for the proper care and treatment of research animals.

 (type full name here) (Date)

 **Signature of Principal Investigator Date**

Your completed form should be emailed to the IACUC Chair, David Aiello (daiello@austincollege.edu). You do not need to provide a hard copy unless specifically requested.

**Appendix A**

**DETERMINATION OF LEVELS OF PAIN & DISTRESS**

**DEFINITIONS, POLICIES, AND GUIDELINES**

**USDA PAIN LEVELS:**

Level B: Breeding or holding colony protocols

Level C: No more than momentary or slight pain or distress.

e.g., euthanized for tissues; observed under normal conditions; positive reward projects; live trapping

Level D: Pain or distress is relieved with anesthetics, analgesics, tranquilizer drug, and/or other methods for relieving pain or distress.

e.g., survival surgery, non-survival surgery, induced infections, antibody production with appropriate anesthesia, or post-op/post-procedure analgesia when necessary.

Level E: Pain or distress, or potential pain or distress, that is **not** relieved with anesthetics, analgesics, tranquilizer drugs, and/or other methods for relieving pain or distress.

e.g., ocular or skin irritancy testing, food or water deprivation beyond that necessary for pre-surgical preparation, prolonged restraint, toxicological or microbiological testing, cancer research or infectious disease research that requires continuation until clinical symptoms are evident or until death occurs