UTRGV

Institutional Animal Care and Use Committee

IACUC Protocol Checklist based on common error:

Protocol Checklist:	✓
1. Procedure Descriptions and Justifications	
Ensure clarity and completeness in descriptions of monitoring, surgery, equipment, needle size, etc.	
2. Comprehensive Practices and Procedures	
Provide thorough guidelines for the safe use, handling, and disposal of carcasses, contaminated animals, and materials.	
3. Anesthesia/Analgesic and Euthanasia Methodologies	
Tailor methods to the specific species, ensuring transparency and appropriateness.	
4. Application Form Completion	
Address all questions; denote "n.a." for irrelevant queries.	
5. Refinement Strategy Support	
Include sufficient support, especially in determining animal numbers and replacement methods.	
6. Animal Characteristics	
Do not omit essential details regarding animal characteristics.	
7. Coherence and Clarity	
Ensure the application is coherent and clear, avoiding technical jargon, inconsistent terminology, or copied sections.	
8. Replacement Method Justification	
Provide adequate justification for the absence of replacement methods.	
9. Medication Doses	
Double-check for errors or omissions regarding medication dosages.	
10. Research Personnel Information	
Include and update details about research personnel involved.	
11. Animal Number Consistency	
Ensure consistency in animal numbers across the protocol.	
12. Husbandry and Housing Practices	
Describe non-standard practices and associated precautions adequately.	
13. Study Location Information	
Provide correct and complete information regarding the study location.	
14. Hazardous Materials	
Detail the hazardous materials used in the research.	
15. Protocol Updates	
Avoid replicating protocols without updating relevant species or strain specifications.	
16. Treatment Schedule/Timeline	
Provide a clear schedule, including intervals between treatment administration and euthanasia.	
17. IBC/HBA Protocol Attachment	
Include the IBC/HBA Protocol Attachment as required.	

Protocol Checklist:	✓
18. Grammar Check	
Review for and correct any grammatical errors.	
19. Pain Level Categorization	
Ensure accurate categorization of pain levels according to USDA guidelines.	
20. Annual Review Updates	
Update activities completed since the last annual review, including procedures conducted and funding status.	
21. Revision Response Location	
Respond to revisions within the protocol tab, not the review tab.	
22. Species/Strain Justification	
Justify the choice of species or strain used in the animal model.	
23. Additional Project Purposes	
Identify any additional project purposes, such as pilot studies or theses.	
24. Animal Identification Methods	
Provide details on animal identification methods used.	
25. Collaborations/Agreements	
Include information regarding collaborations or agreements with other institutions.	
26. Animal Source Details	
Specify the animal source, including the vendor.	