University of Maine Animal Care and Use Committee
Protocol and Facility Review Process

Preparation (May require weeks to months)	Review/Approval (Requires weeks to months)	Post-Approval (Continuous, over life of protocol)
1. PI obtains <u>current</u> protocol form from website • guidelines and tips documents and links to tools on the IACUC website to assist the PI in protocol preparation	**4. Initial Protocol Review** a. Full Committee (determined by timing of submission, pain category, member request) b. Designated Member (no/low pain, no member request, >2 weeks from scheduled committee meeting*)	**7. Inspections of Facilities** (twice per year required by OLAW) a. Primary facilities reviewed annually by May and November b. Satellite facilities are reviewed before research begins and 2x yearly c. Inspections are rotated among IACUC members d. Non-compliance and corrections are reported in twice yearly report to Institutional Official (IO)
2. PI completes form with detailed information; protocol may require: a. Consultation with veterinarian (required for D,E pain classification) b. Search for Alternatives c. Consultation with SEM for Risk Assessment d. Inter-institutional Agreement e. Collection or import permits f. Satellite facility form	**5. Revise and Re-submit** (requires days to months depending on the revisions requested, completeness of responses, timing of resubmission) a. Committee Review can result in tabling a protocol (resubmission treated as a new protocol), requesting revision and resubmission, or an approved protocol without modification b. Protocol revision feedback letter c. Many opportunities for committee feedback: • <u>before</u> protocol initial submission (from IACUC member, experienced colleague) • at IACUC meeting (PI attends) • in letter following IACUC meeting review of protocol • Before resubmission (review by IACUC member, experienced colleague)	**8. Annual Reporting** a. PI reports numbers used b. Facility and number reported to OLAW c. IACUC reports to IFW (imports)
3. Faculty submits protocol for review at meeting or DMR (initial review requires ≥2 weeks depending on DMR or full committee review)	**6. Final Review** • Designated Member • Full committee Review	**9. Protocol expires** (3 years max; 1-year for pilot) • Faculty submits new protocol
		10. Prior to protocol expiration, PI requests to amend protocol • **GO BACK TO #2**; <u>amendment</u> is submitted on original protocol with <u>track changes</u>; PI must consult most current protocol form for updates on form