Subject: Designated Member Review

BACKGROUND

This Standard Operating Procedure (SOP) provides a detailed description of procedures for Designated Member Review (DMR) followed by the IACUC.

IACUC Procedure

The IACUC may use Designated Member Review to process the following:

1) An amendment request

2) An administrative protocol
   a) An administrative protocol application for a study where all animal procedures will be done at another institution at which IACUC approval has already been secured (the approval letter must be included with the submission).
   b) An administrative protocol application for center/program grants where all animal work is described and approved in individual protocols submitted by the PIs working under the grant.

3) A protocol on which all animals will be used under USDA Category B or C

4) A protocol application from a principal investigator at an institution with which WSU has a memorandum of understanding (MOU). The protocol must be submitted with the approval letter and protocol from the collaborating institution.

4) A revised protocol that was reviewed by the Full Committee and categorized as Modifications Required to Secure Approval. The committee members present at the meeting must decide by unanimous vote to use DMR to review the protocol after it has been modified, therefore the IACUC at large does not need to be polled regarding DMR.

5) A protocol that requires continuing/annual approval, includes but is not necessarily limited to the following:
   a) A protocol involving a USDA-covered species
   b) A protocol funded by the Department of Defense (DoD)

Prior to using the Designated Member Review process for items 1-4 above, the IACUC at large is polled as to whether or not DMR is appropriate. If any member objects to DMR, the submission will automatically be reviewed by the full committee (FCR).

During the Designated Member Review process, at least one IACUC member is assigned by the Chairperson (or designee) to conduct the review. A protocol that has been revised post-FCR (item 5 above) can be automatically assigned (by the IACUC Office) for DMR to one (or both) of the IACUC members who originally reviewed the protocol at a convened meeting. All IACUC members will have access to the documents and can call for Full Committee Review (FCR) at any time. The designated reviewer(s) can take any of the following actions:

- Recommend Approval
- Require Modifications to Secure Approval
- Require Full Committee Review

Institutional Animal Care and Use Committee
Standard Operating Procedure
Applies to WSU and John D. Dingell VAMC

Approved: March 2009
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