Subject: IACUC Members Training

BACKGROUND

The *Guide for the Care and Use of Laboratory Animals* (the *Guide*, NRC 2011): “It is the institution’s responsibility to provide suitable orientation, background materials, access to appropriate resources, and, if necessary, specific training to assist IACUC members in understanding their roles and responsibilities and evaluating issues brought before the committee.” (p. 24)

IACUC Procedure

Orientation for New Members

New IACUC members are trained by a senior staff member of the IACUC office. They will discuss general details of protocol review, use of the eProtocol system, IACUC office procedures, policies, forms, and relevant documents/publications. Specific topics of discussion are as follows:

- The responsibilities of the IACUC members:
  1. Protocol and Grant Review
  2. Semi-annual Inspections and Program Review
  3. Amendment Review
  5. Service on Sub-committees when appropriate

- Procedures followed by the IACUC office:
  1. Meeting structure
  2. Protocol processing
  3. IACUC reviewer procedures and documentation
  4. Communication with Principal Investigators regarding IACUC decisions
  5. Protocol revisions and approval
  6. Amendment types, review, and approval
  7. Composition of meeting minutes

- The following publications and documents will be provided (in either electronic or hardcopy):
  2. *Institutional Animal Care and Use Committee Guidebook* (ARENA)
  3. WSU General Assurance with PHS
  4. IACUC Protocol Application
  5. Reviewer Checklist
  6. Latest Meeting Minutes
  8. IACUC Membership List

- A tour of all WSU facilities can be arranged.
- New members can meet individually with the Chair and/or the Institutional Official.
- New members will not be assigned to review protocols until after he/she attends at least one meeting; the timeframe can be extended as necessary.
- An introduction to the IACUC website can be provided.
**Online Training for Members**

All committee members are required to complete the following modules available through the [Collaborative Institutional Training Initiative (CITI) Program:](https://www.citiprogram.org)

- Working with the IACUC, Lab Animal Research (a refresher course is required every 3 years)
- Essentials for IACUC Members
- Responsible Conduct of Research

**Ongoing Training**

Several times each year, educational presentations (e.g. webinars) are made available to the IACUC. During some convened meetings, the IACUC will discuss change(s) in regulations or institutional policies, or a scientific topic of relevance to the Committee. The IACUC members receive emails with links to *Lab Animal* articles that are applicable and discussion is always welcomed.