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) A new protocol submission

2) An amendment request

3) 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.

4) 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 protocols or amendments, 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 3 above) can be automatically assigned (by the IACUC Office) for DMR to one (or both) of the IACUC member(s) who originally reviewed the protocol at a convened meeting. IACUC members can call for Full Committee Review (FCR) at any time. The designated reviewer(s) can take any of the following actions:

- **Recommend Approval:** The submission complies with all requirements of the Guide for the Care and Use of Laboratory Animals, PHS guidelines and USDA regulations and is written in such a way that only administrative questions or clarifications are required.

- **Require Modifications to Secure Approval:** The submission complies with all requirements of the Guide for the Care and Use of Laboratory Animals, PHS guidelines and USDA regulations, but is written in such a way that minor questions and/or clarifications must be resolved to secure approval.

- **Require Full Committee Review**