

WSU Requirements Preparatory to Performing Animal Research

Proceed with steps below if using vertebrate animals:

1. Access www.iacuc.wayne.edu
2. Download an [IACUC Protocol Application](#) and review all sections and instructions. To make sure you have the most current version, download a **new copy** of the IACUC application every time you submit a protocol.
3. Ensure that investigators and lab personnel complete or are registered for all required training (see [Education/Training](#)).
4. Check the [IACUC Meeting Dates and Deadlines](#).
5. Submit completed application and associated grant (if applicable) via e-mail to IACUC@wayne.edu; the Subject Line of your email should read: **NEW PROTOCOL (PI name)**.
6. You will receive an email with the name of the person who will pre-review your protocol (all protocols with animals in categories D and/or E will be automatically assigned to a veterinarian).
7. The pre-reviewer will contact you with questions.
8. Finalize the protocol with the pre-reviewer; he/she will forward the protocol via email to the IACUC Office.
9. Deliver the **signed original** application along with **one** copy of the associated grant (if applicable) to the IACUC Office at 87 E. Canfield, Second Floor.
10. The IACUC Office will submit the protocol to the Office of Environmental Health and Safety (OEHS) for review; OEHS will contact you regarding hazardous agents, if applicable.
11. The protocol will be reviewed by the Institutional Animal Care and Use Committee at a convened meeting.

- 12.** IACUC comments will be summarized in a memo and sent to you via email (if a protocol is approved without comments, #13 is not required).
- 13.** Submit the revised protocol to the IACUC via email and send one signed original to the IACUC Office (revisions only require the PI's signature).
- 14.** The IACUC office will verify that all training requirements have been met and any OEHS requirements have been completed.
- 15.** An approval letter will be sent via email; the Division of Laboratory Animal Resources (DLAR) will receive a copy of the approval letter to authorize animal purchase.
- 16.** If the project is considered VA research, you must obtain approval from the VA R&D Committee prior to initiating research.
- 17.** If the project has an associated grant/proposal, you must provide [Sponsored Program Administration \(SPA\)](#) with a copy of the approval letter before they will release funds.
- 18.** Contact DLAR to initiate animal orders ([Animal Procurement Policy and Procedure](#)).
- 19.** Work can commence.

Institutional Animal Care and Use Committee

87 E. Canfield, 2nd Floor
Phone: (313) 577-1629

Division of Laboratory Animal Resources (DLAR)

259 Mack Avenue, Rm 5116
Phone: (313) 577-1107

Office of Environmental Health and Safety (OEHS)

5425 Woodward, Suite 300
Phone: (313) 577-1200