

Pre-Award Animal Care Certification Requirements

The Office of Sponsored Programs has revised the procedure for Animal Care approvals on all proposals to the National Institutes of Health at the Just-in-Time (JIT) stage and at award notification to address the following:

It is an institutional responsibility to ensure that the research described in the application is congruent with any corresponding protocols approved by the IACUC.

PROCEDURE

1. OSP Pre-Award staff (Pre-Award) is notified of a project with Animal Care requirements at the JIT or award notification stage.
2. Pre-Award reviews the proposal file and initiates an Animal Care approval request in WISPER.
3. Pre-Award contacts the Principal Investigator to request the IACUC approval documentation.
4. Pre-Award identifies the Specific Aims and Vertebrate Animal Care Section in the proposal. If these sections are not part of the original grant application, identify the section of the proposal that addresses the animal use. IACUC will review the following items:
 - Species, strains, ages, sex, and numbers to be used
 - Justification for use, choice of species, and numbers to be used
 - Veterinary care
 - Minimization of discomfort, distress, pain, and injury
 - Method of euthanasia and reason for selection
5. Compile the IACUC protocol approval letter and relevant proposal documents and then e-mail them to the Animal Care Program at acp@uwm.edu. If the Animal Research Veterinarian or ACP staff becomes aware of a JIT notice or an award without notification from OSP, they will send a memo to grant-notice@uwm.edu with the Principal Investigator's name and department and the project title to request the relevant proposal documents.
6. At the JIT or award stage, the Animal Research Veterinarian or Lab Manager will note the protocol provided and if there are any MOU issues to address. Pre-Award may proceed with the JIT submission.
7. At the JIT or award stage, the Animal Research Veterinarian or Lab Manager will review the relevant documents for congruence and complete a memo verifying that the provided protocol and the proposal are congruent.
8. The memo will be sent back to Pre-Award to file in WISPER and/or the electronic file. Pre-Award can then proceed with the remaining award set-up processes.