



### **Policy on Eligibility to Submit Animal Use Protocols**

In order to ensure the accountable and responsible use of animals in research and instruction at the University of Georgia, the Institutional Animal Care and Use Committee (IACUC) has adopted the following policy regarding the eligibility to submit Animal Use Protocols (AUP). Submission of an AUP is restricted to individuals who can hold Principal Investigator (PI) status as described below.

**I. Any employee who holds one of the following ranks may serve as a PI on an AUP:**

#### **A. Tenured or Tenure-Track Faculty**

1. Assistant Professor
2. Associate Professor
3. Professor
4. Professor Emeritus

#### **B. Non-Tenure-Track or Temporary Faculty**

1. Assistant Research Scientist
2. Associate Research Scientist
3. Senior Research Scientist
4. Public Service Representative
5. Public Service Assistant
6. Public Service Associate
7. Senior Public Service Associate
8. Academic Professionals
9. Clinical Assistant Professor
10. Clinical Associate Professor
11. Clinical Professor
12. Temporary Assistant Professor (with Dean's Approval)
13. Adjunct Faculty with Primary Federal Appointments
14. Instructor/Lecturer

**II. Individuals in the categories below are not eligible to submit an AUP unless they have obtained written approval from the IACUC Chair or University Director of Animal Care and Use. Requests for approval for these individuals to submit an AUP are granted for a single submission only and should be in letter form. Exceptions to this single project approval condition may be made in certain instances (for example, for individuals who annually submit multiple proposals).**

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Letters seeking approval must be submitted by the relevant department head, director, or CEO. A letter should specifically address why an exception should be made and the individual's qualifications for being PI. The letter should also include a statement that the department head, director, or CEO will assume responsibility for and ensure compliance with all requirements in place for conduct of the study should the PI fail to do so.

- A. Adjunct Faculty**
- B. Visiting Faculty**
- C. Postdoctoral Associates**
- D. Non-UGA personnel affiliated with the Georgia BioBusiness Center companies**

**III.** AUPs cannot be submitted by graduate or undergraduate students. If necessary, students should submit AUPs through and under the auspices of an eligible faculty member.

### **IV. Mandatory Training**

The PI as well as all personnel contributing to a project must be listed on an AUP and have completed both of the required training classes, Staying Healthy when working with Animals, and IACUC 101: Animal Care and Use Compliance and be enrolled in the Occupational Health and Safety Program (OHSP) this requirement became mandatory on January 1, 2009, noncompliance will result in the IACUC holding the AUP approval until all training and OHSP enrollment can be documented.

Training of animal care staff and research personnel is a key component of a high quality animal care and use program. Such training activities, in fact, are specified in the Federal Animal Welfare Act Regulations and are an expectation of regulatory and accreditation bodies. Required training consists of basic animal care and use compliance issues and information on biosafety and zoonotic disease concerns when working with animals.