



Application to the Institutional Animal Care and Use Committee for Approval of a Research Study Involving Live Vertebrate Animals

(Revised May 2023)

Submission Procedures

This application should be completed by all members of the Stetson University community whose proposed or ongoing training, research, or teaching (hereafter, referred to as “a study”) uses live vertebrate animals (hereafter, referred to as “animals”). Please submit your application for the IACUC’s approval. Please submit all materials electronically in Microsoft Office documents to the IACUC web portal by the announced deadline. Applications received after the announced deadline will not be reviewed in the next review cycle, 4 months later. You will not be able to submit a proposal unless you have completed both the CITI ethics training and the Health Review form.

Upon receipt of your application, the IACUC Chair will let you know if it is incomplete or unclear and revisions are needed. If the application is complete and clear upon first submission or upon re-submission, the IACUC members will review your application at the next IACUC meeting and decide whether to approve the project. You will be able to track the progress of your application on the IACUC web portal and receive an email about the committee’s final decision.

Application for IACUC Approval of a Research Study Involving Live Vertebrate Animals

Date:

Name of Researcher:

Email address:

Telephone number (with area code):

Status at Stetson:

☐ Faculty member

☐ Student

Faculty mentor’s name: _____

Faculty mentor’s email address: _____

Faculty mentor’s telephone extension: _____

Title of your proposed study:

1. Animal Name and type:

In the chart below, list by both its common and scientific name each type of animal you propose to use; state the number of each type of animal you intend to use; and indicate whether each animal is native to Florida. Attach additional pages, as necessary.

Common name of each type of animal	Scientific name of each type of animal	Number of each type of animal	Native to Florida?	
			Yes	No

Please answer each question below. You may use an outline format to address these questions, but please use the question numbers and letters and answer the items in the order in which they appear below.

2. Animal housing and feeding:

- Indicate in which campus building(s) and room(s) the animals will be housed.
- Describe each container to be used to house each animal, including each container's dimensions and volume. If multiple animals are to be housed in one container, indicate the number per container and the types of animals in each container, if the types of animals vary.
- State how you will maintain a record of the animal(s) in each container.*
- Describe your protocol for cleaning each container, including how often each of these tasks will occur: change litter, remove waste, change water, and cleaning the container itself.*
- Describe how you will dispose of waste material.
- Describe how you will clean the floors, counter tops, and cabinets surrounding the study's animals.*
- Identify the items that will be attached to or placed on or in each container and the volume of space each item will occupy. If the container is a fish tank, state the type of filters to be used to maintain water quality.
- Specify each animal's diet content and brand.
- Indicate each animal's feeding schedule as none, daily, ad libitum, or other. If it is none or other, explain.*
- Indicate where the records for each animal's feeding and watering schedule will be maintained.*
- Identify who will care for the animals, if you are unavailable to do so. Provide the person's name, email address, and telephone number on each container.

(**Note:** Records pertaining to 2 c, d, f, i, and j must be accessible for IACUC inspection.)

3. Treatment of animals during and after your research project:

- a. In no more than two paragraphs, explain why you propose to use animals in your research project. Cite primary literature in your explanation.
- b. In a layperson's terms (i.e., without the use of jargon), provide a detailed, chronological description of how you plan to manipulate the animals. As necessary, include figures to illustrate any unusual devices or complex manipulations.
- c. Describe how you will minimize the animals' discomfort.
- d. Describe your protocol for monitoring each animal's health for the study's duration.
- e. Discuss whether, why, and how often each animal may require veterinary intervention.
- f. Describe how you will deal with each of these unexpected problems: animals contracting a disease, pests in their feed, and pests in their living spaces.
- g. State how each animal will be treated at the study's end—that is, will it live or be sacrificed? If it will live, describe what will happen to each animal (Note: Native animals must be returned to their point of capture and released.). If it will be sacrificed, describe how and explain why that will be done.

4. Final comments:

If necessary, provide any additional information that is relevant to the IACUC's evaluation of your application.