**A. Pre-Review of Protocols**

All protocols submitted to IACUC will be subject to pre-review by the IACUC office before submission to the IACUC for review. IACUC office will check for completion of mandated training of all personnel listed on the protocol, the approval of SOP, housing area, and other inconsistencies in the submission. Upon completion of the training, and other requirements, the protocol will be submitted to the IACUC for further review and approval. PIs will be given 30 days to complete any deficient requirements.

**B. Review of Animal Care and Use Proposals**

1. *Protocol Review (New, 3-year Resubmissions, Amendments)*
   a. Protocols submitted for review are made available to all IACUC members. Any IACUC voting member may request a Full-Committee Review on any protocol or amendment. If requested, any protocol nominated for Full-Committee Review will be discussed at the next convened IACUC meeting.
   b. Completed protocols and amendments must be submitted electronically to the IACUC office. PIs are encouraged to use the latest version of the form in the IACUC webpage at: [http://www.iacuc.wsu.edu/forms.asp](http://www.iacuc.wsu.edu/forms.asp). Amendments for review must be submitted on the currently approved version of the protocol that includes all subsequent amendments since the last approval. Standalone amendments are not accepted for IACUC review. All the work proposed in the Amendment should be approved by the IACUC before the work can begin. If the amendments fundamentally change the aim of the study, PIs are encouraged to submit a new ASAF.
   c. Newly submitted protocols and amendments to previously approved protocols that include animal research practices that constitute exceptions to the policies in the Guide for the Care and Use of Laboratory Animals will be initially reviewed by Full-Committee review. The Full Committee may 1) approve the protocols, 2) refer the protocol to Designated Member Review for approval following resolution of specific questions, or 3) determine that the protocol is not approved. If an exception to the Guide is approved for a particular protocol, additional protocols submitted by the same PI and requesting the same exception may be referred for Designated-Member Review (provided that no IACUC member calls for Full-Committee Review).
   d. If no member requests a Full-Committee Review during the 48 hour period following distribution to IACUC, the protocols are referred for Designated-Member Review.

2. *Designated-Member Review*
   a. Weekly assignments for Designated Member Review panels are determined by the IACUC chair.
b. All panels include the OCV director or his/her designated staff member.
c. One member of the DMR panel is designated as the Primary Reviewer. They are given the responsibility of initiating and overseeing all communications between the review panel and the PI and for ensuring that a copy of all communications is forwarded to the Office of Research Assurances for inclusion in the review process records.

3. Conflict of Interest
   a. For Full-Committee reviews, IACUC members who are PI or otherwise directly involved in protocols will be excused from the meeting room during consideration of those protocols.
b. For Designated-Member reviews, IACUC members who are PI or otherwise directly involved in protocols will not be assigned to review panels for those protocols.
c. If a member is inadvertently assigned to a protocol for which they have a conflict of interest, it is their responsibility to notify the IACUC Chair and excuse themselves form review of that protocol.

B. Responsibilities of IACUC members during Review
   1. Full-Committee Review (FCR)
      Following careful review of the protocol under evaluation for all of the criteria defined in the federal and institutional animal care and use regulations and policies, each committee member votes for approval, non-approval or abstains from voting. Particular attention is paid to the justification of the proposed animal use, the appropriateness of the treatments and animal numbers proposed, and to the possibility of modification by application of the 3 Rs. Protocols are approved by a majority vote at the IACUC meeting with a quorum of members in attendance. Care is taken to ensure that any objections to any approved protocol are entered into the record.
   2. Designated-Member Review (DMR)
      Each member of the Designated-Member Review acts on behalf of the IACUC to evaluate the referred protocols for all of the criteria defined in the federal and institutional animal care and use regulations and policies. Particular attention is paid to the justification of the proposed animal use, the appropriateness of the treatments and animal numbers proposed, and to the possibility of modification by application of the 3 Rs. Protocols are approved by unanimous vote of the DMR. If one or more DMR members do not vote for approval, the protocol is referred for Full-Committee Review.

C. Protocol Review Flow Chart
   Step 1--Protocol Submitted
   1. Received by IACUC office
2. Program Coordinator then:
   a. pre-reviews submission for completeness
   b. informs the PI that the protocol has been received
   c. holds the protocol until housing location, permits, SOPs, personnel training and other details are
      completed
   d. upon completion, the protocol will be submitted to IACUC Chair for assigning DMR reviewers
   e. receives the IACUC chair’s DMR assignments
   f. updates the Agenda to inform the IACUC that the protocol is received and the suggested DMR
      assignment

**Step 2—IACUC Review**
1. If any IACUC member calls for FCR, the protocol is added to the agenda of the next scheduled IACUC
   meeting.
2. If FCR is not requested, DMR panel members are notified.
3. Regular reminders are provided to reviewers to ensure timely review completions.
4. DMR or FCR proceeds to voting.
5. If DMR does not result in consensus approval, the protocol is referred for FCR review at the next
   scheduled meeting.

**Step 3—Approval**
1. Protocols approved by DMR or FCR are reviewed for appropriate animal housing, SOP, addendums and
   other required supporting documents
2. The PI is notified of the approval.
3. The PI is notified regarding the Post Approval Review process.

**Step 4—Post-approval Review**
All approved protocols are subject to Post-approval Review to ensure that the procedures in use are in
agreement with the procedures approved in the IACUC approved protocol. Post-approval reviews may
include tabletop exercises, inspection of surgical or animal housing facilities, and/or direct observation of
animal procedures, at the discretion of IACUC. Details of Post-approval Review are found under IACUC

WSU IACUC Approved—2.26.2014