



## Office of Regulatory Affairs and Research Compliance

### Required Documents Checklist for Animal Subjects

The following documents must be on file at HJF before funding is released for any research involving animals (this includes the purchasing of animals).

**Initial local Institutional Animal Care and Use Committee (IACUC) approval letter**

**DoD Veterinarian Approval Letter (if DoD funded)**

If a protocol is supported with DoD funding, a second-level or even third level review may be required before the animal work may begin.

If second-level/third-level approval is required, all study documentation in addition to a completed DoD Animal Use Appendix may be submitted to the Office of Regulatory Affairs and Research Compliance. We will then forward the documents to the appropriate DoD/Branch Animal Use Protections Office for review/and approval.

**Protocol application form and/or final approved version of protocol**

Application should reflect funding source.

**Current copies of CVs for PI, AIs and all personnel listed on the protocol.**

Personal identifiers (SSN, spouse's name, DOB, home address, etc.) should be deleted from the CVs. The PHS 398/2590 Biographical Sketch format can be used as a reference.

**Current lab assurances from rDNA, radiation, biosafety committees, and/or relevant impact statements (Directorate of Information Management, laboratory, and personnel) as required.**

*Please note electronic signatures are acceptable on approval letters and other documents.*



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**Documents Required Until Study Closure**

- IACUC annual progress reporting:**
  - Copies of annual progress report submitted to the IACUC.
  - IACUC approval letter for annual report
  
- Triennial Review (Animal protocols expire 3 years after the original approval date):**
  - Copies of triennial review report submitted to the IACUC.
  - IACUC approval letter for triennial review
  - ❖ *DoD funded protocols must have the Triennial Renewal approved by the DoD Animal Use Component Office, before the work may continue/proceed.*
  
- Amendments**
  - Copies of protocol amendment request(s) with supporting documents submitted to the IACUC.
  - IACUC approval letter
  - ❖ *DoD funded protocols must have amendments approved by the DoD Animal Use Component Office, prior to implementation.*
  
- Protocol Closure**
  - Final report submitted to IACUC
  - IACUC approval letter of study closure