INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE
MEMORANDUM FOR PROTOCOL MODIFICATIONS

PLEASE TYPE

DATE: 2/15/07

FROM: Investigator Name: 
Department: 

RE: Protocol #: 
Species: 
Title: 
Funding Agency: 

PLEASE READ CAREFULLY

• Protocol Modification Defined: A modification of a protocol is required whenever the procedures described in an approved protocol are being altered, different procedures and/or species are being added, or when the number of animals approved for the current year is being increased (see IACUC Policy for Review Protocol Amendments and Modifications).

• Minor Modification(s): Modifications concerning the addition of personnel, change of sub-line, line, strain or source of animals, and/or change of funding source may be submitted using this memorandum form. Important Note: If a change of PI is needed, then a Change of PI form must be submitted to the IACUC. This form can be obtained by contacting IACP at x7-3718.

• Major Modification(s): The Application for the Use of Laboratory Animals form must be used when submitting major modifications. Major modifications are defined as those concerning the addition and/or change of a procedure(s), manipulations, drugs, compounds administered, change in the method of euthanasia, change in duration, frequency or number of procedures performed on an animal, adding or changing a species, and/or increasing the number of animals to be used. In addition, you may choose to incorporate your modifications in the appropriate places within your currently approved protocol and submit that document to the IACUC for review. If you choose to do this please submit those modifications in bold face red or highlight them in yellow. Important Note: Please provide a detailed and complete description of the protocol modification(s) you are submitting for IACUC review. Include appropriate justification and all necessary paperwork i.e. appendices, supporting literature, safety approval letter(s), etc. In addition, include a signed cover letter briefly outlining the proposed modifications and where they can be found in the protocol.

• If the PI would like to solely increase the number of animals on a currently approved protocol they should do so by submitting a Request to Increase Animal Usage form.

• Modifications should be submitted to the IACP Office (Med 255A) for IACUC approval.

• If you have any questions please call the IACP Office at x7-3718.

-Please provide a detailed and complete description of the minor protocol modification(s) you are submitting for IACUC approval.
Signature of Principal Investigator: _________________________________________ Date: ____________

Route paperwork to: (Name & phone number)