External Animal Researcher Outline

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| 1. **Meeting with Attending Veterinarian:** |
| 1. In an effort to ensure our institution can accommodate the study, a meeting with the Attending Veterinarian, Facility Manager, and IACUC Assistant Director should occur. |
| 1. To prepare for this meeting, it would be helpful to prepare a flow chart and lay summary of the project, and include the animal model, the total number of animals, and a brief explanation of the procedures involved. |
| 1. **PI Eligibility:** |
| 1. Once it is determined that our institution can accommodate the animal study, the next step is to determine if PI eligibility is needed. |
| * 1. If PI eligibility is required, then a sponsor letter, along with a CV/Resume, should be sent to the Executive Vice President for Research. |
| 1. Once approved, a letter is sent to the individual receiving PI eligibility with a copy to the IACUC Office. |

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| 1. **Contractual Agreement:** |
| 1. Prior to utilizing vivarium space, a Facility Use Agreement must be in place. |
| 1. A draft of this agreement will be provided to the PI for review by DLAM Assistant Director. Approval and execution will proceed through UNT System Office of Contract Administration (OCA). |

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| 1. **Obtaining an EUID:** |
| 1. To obtain an EUID, submit the following to [Susie Jordan](mailto:Susie.Jordan@unthsc.edu) (DLAM) or [Katrina Gordon](mailto:Katrina.Gordon@unthsc.edu) (Next Innovation Labs) depending on who your first point of contact has been:    1. Full name (first, middle, last)    2. DOB    3. Phone number    4. Email address    5. Last five digits of SS#    6. Supervisor / Manager name |
| 1. **iLab Access:** |
| 1. iLab is utilized for scheduling rooms, supplies, and equipment, requesting support, ordering laboratory animals, and invoicing. |
| 1. To register for an iLab account, visit [iLab](https://unthsc.ilab.agilent.com/landing/1751). |
| 1. Email [DLAM](mailto:dlam@unthsc.edu) with questions/issues. |
| 1. **IACUC Training Requirements:** |
| 1. The following Personnel requirements are needed in order to conduct animal research at HSC: |
| 1. [CITI Training](https://about.citiprogram.org/en/homepage/) Courses:    1. Working with the IACUC (Investigators, Staff and Students)    2. Minimizing (Reducing) Pain and Distress    3. Post-Approval Monitoring (PAM)    4. Species Specific (based on species used)    5. Antibody Production (based on work performed)    6. Aseptic Surgery (based on work performed) |

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| 1. Enrollment in Occupational Health and Safety Program:    * + 1. Complete the [Medical History Questionnaire Form](https://unthsc-secure.formstack.com/forms/occupational_health_and_safety_medical_history_questionnaire)        2. A copy of Td/Tdap Record is required to upload in the form. |
| 1. DLAM Handling and Training 2. DLAM Policy Training 3. DLAM Animal Handling Techniques Training 4. [DLAM Training Request Form](https://www.unthsc.edu/research/animal-research/animal-research-training-request/) |

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| 1. **Badge and Access:** |
| 1. Badge: Work with [Susie Jordan](mailto:Susie.Jordan@unthsc.edu) (DLAM) or [Katrina Gordon](mailto:Katrina.Gordon@unthsc.edu) (Next Innovation Labs) depending on who your first point of contact has been to get a badge made. |

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| 1. Vivarium Access: Work with [Susie Jordan](mailto:Susie.Jordan@unthsc.edu) |

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| 1. **IACUC Protocol:** |
| 1. Before purchasing animals to begin a project, the IACUC protocol will need to be submitted, reviewed, and approved. Below, please find the steps for completing and submitting a protocol form: |
| 1. Please complete the [IACUC Protocol Form](https://www.unthsc.edu/research/wp-content/uploads/sites/21/Animal_Use_Protocol_Application_rev2024_v6.pdf) and e-mail it to the [IACUC office](mailto:IACUC@unthsc.edu) with the subject line “IACUC Submission” 2. The [Forms section](https://www.unthsc.edu/research/animal-research/forms/) of the IACUC webpage contains a [tutorial video](https://youtu.be/IUFR7koOCYM?si=G7NvB_2QwtSM6ijQ) and guidance documents. 3. Additional assistance can be provided by setting up a Consult with the IACUC Office prior to submitting the Protocol Form. To request a consult, please complete the [IACUC Consult Request Form](https://www.unthsc.edu/research/animal-research/iacuc-consult-request-form/). |