



**Drexel University Institutional Animal Care and Use
Committee Designated Member Review – Standard
Operating Procedures**

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1. Overview

In keeping with the federal regulations and to efficiently manage the IACUC workload and to provide timely turnaround for investigators, the IACUC has developed a procedure to facilitate the review of certain protocols and changes to approved protocols. **This review method is called the Designated Member Review (DMR).**

Purpose

To define the procedure for Designated Member Review at Drexel University.

2. Designated Member Review Procedure (DMR)

The [PHS Policy IV.C.2.](#) allow the use of DMR for all protocols, provided the procedures outlined herein are followed. As described in more detail below, these procedures require that all IACUC members have the opportunity to request a full committee review and that all members of the DMR team are unanimous when approving. Together these conditions provide reasonable safeguards to ensure a protocol or amendment is adequately reviewed.

Our IACUC, however, strongly prefers the discussion and interaction of a full committee review for regular submissions and significant amendments. Therefore, DMR is used mainly for special cases.

2.1 Procedure for DMR Review of New Submissions and Amendments

1. The Attending Veterinarian, IACUC Chair, and IACUC Administrator will confirm that the submission (protocol or amendment) is appropriate for DMR. Protocols or amendments with high pain and distress category assignments, USDA regulated species, complex procedures, and/or multiple surgeries are typically determined to not be appropriate for DMR.
2. The IACUC Administrator will send the submission to all IACUC members. Amendments will include the amendment form, the original approved protocol, and any additional approved amendments to the protocol.
3. Any reviewer has two business days from the initial email to the full IACUC to call for FCR.
4. If FCR is requested, the protocol will be included on the agenda for the next scheduled meeting. If time allows, the submission will be pre-reviewed by the reviewers assigned by the chair.
5. If no call is made for FCR, the IACUC Chair will assign minimally two Committee members (one primary and one secondary and the veterinarian) for DMR to a new protocol submission, and minimally one IACUC member to an amendment. The IACUC Administrator will disseminate the submissions to all assigned members. Additional IACUC members may be assigned as needed.
6. All assigned reviewers must review identical versions of the protocol. If reviewers unanimously agree that no comments or revisions are necessary, the Primary reviewer may approve the protocol. If the protocol is not approved unanimously, any reviewer may request FCR or may require modifications to secure approval.
7. If modifications are required, the Primary IACUC Reviewer will have 5 business days to compile all the reviewers' comments and send them to the PI. All assigned reviewers must be aware of



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and agree to the requested modifications. The Primary reviewer should copy the IACUC Administrator and all DMR reviewers on all correspondence with the PI.

- a. The PI is instructed to return revisions to the IACUC Administrator.
- b. The IACUC Administrator will disseminate revisions to the reviewer(s).
8. Steps 6 and 7 are repeated until the reviewers have determined that the protocol can be approved. The reviewers must be unanimous in any decision. If consensus cannot be reached between all reviewers, the submission will be added to the IACUC meeting agenda for FCR.
9. The Primary Review will notify the IACUC administrator of the final approval of the submission. The date of this notification will be the official approval date of the submission. The submission is not considered officially approved until an approval letter has been generated and disseminated to the Principal Investigator.
10. The full IACUC will be notified of the outcome of DMRs at the next scheduled IACUC meeting.

3. Responsibilities

3.1 Drexel University IACUC Responsibilities

The Drexel University IACUC and the IACUC Office are responsible for maintaining this guidance document, training, and monitoring. All exceptions to this procedure must be approved by the IACUC. For inquiries regarding these procedures, please contact the Director of Animal Welfare, a part of the Office for Research & Innovation (ORI), or the Attending Veterinarian

4. Revisions

Edition 001/Effective Date: 04/12/2017 – Original Document

Edition 001/Review Date: 06/2021- Original Document

Edition 002/Revision Date: 9/11/2024 and Effective Date: 9/17/2024 – Revised Document.

- Updated formatting to new template.
- Minor procedural changes made to align with the use of an electronic protocol system