

## Drexel University Institutional Animal Care and Use Committee Policy for Conducting Designated Member Review

### **Objective**

To define the process for Designated Member Review at Drexel University

### **Introduction**

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

### **Designated Member Review Process**

Prior to the review, each IACUC member shall be provided with a list of proposed research projects to be reviewed. Written descriptions of research projects that involve the care and use of animals shall be available to all IACUC members, and any member of the IACUC may obtain, upon request, full committee review of those research projects. If Full Committee Review (FCR) is requested by any individual member of the IACUC for a proposed activity, approval of that activity may be granted only after review at a convened meeting of a quorum of the IACUC, and with the approval vote of a majority of the quorum present.

### **Process 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.
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. The deadline to call any the submission to FCR is two business days from the initial email to the full IACUC.
4. If FCR is requested, the protocol will be included on the agenda for the next scheduled meeting (See the IACUC Full Committee Review Policy). 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) 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 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 call the protocol for 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 reviewers must be aware of and agree to the 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. Step 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 Principle Investigator.
10. The full IACUC will be notified of the outcome of DMRs at the next scheduled IACUC meeting.

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