Frequently Asked Questions

1. **Why are the forms available on the UNE IACUC website being revised?**

   Based on the results obtained from an IACUC User Survey administered to the UNE animal research community in 2022, feedback from some respondents indicated that IACUC forms are not easy to use and/or lack clear instructions/guidance in certain instances.

   Given the fact that some IACUC forms have not been updated within the last 10 years, the IACUC felt this represented an opportunity to increase clarity and align our forms with current regulations/guidance.

2. **What documents have been revised/created and added to the UNE IACUC website so far?**

   The following revised or new documents have been recently added to the IACUC website for use:

   - Application for Initial & De Novo IACUC Review *(revised)*
   - Guidance for Completing the Application for Initial & De Novo IACUC Review *(new)*
   - Supplemental Form A: Study Team Training & Qualification Summary *(new)*
   - Supplemental Form B: Principal Investigator Certification *(new)*
   - Supplemental Form C: Animal Surgical Procedures *(new)*
   - Supplemental Form D: Use of Biological Materials, Chemicals, Drugs, Hazardous Agents, or Other Substances in Animal Studies *(new)*
   - Supplier Fish Procurement Form *(revised)*
   - Wild Fish Procurement Form *(revised)*

   The information contained within Supplemental Forms A, B, C, and D was previously embedded within the former Initial/De Novo IACUC application. This material was removed in order to streamline the application and create a better user experience.

   The individual Supplemental Forms contain enhanced content and guidance not previously available to the user.

   Lastly, a new guidance document containing best practices and examples was created to assist users with filling out each section of the Initial/De Novo IACUC application so that IACUC reviewer expectations are met.

3. **When must I use the revised or new IACUC documents listed above?**

   Access to the prior version of the IACUC documents listed above have been removed from the UNE IACUC website. With the exceptions noted below, please use the revised or new IACUC documents available on the website as of the date of this notification.

   The IACUC recognizes that some researchers may have started filling out the old version of the Initial/De Novo IACUC application prior to receiving this notification. The IACUC will accept an initial or de novo submission using the old version of the application until October 31, 2023.

   The IACUC expects all researchers to start using the revised Initial/De Novo IACUC application by November 1, 2023 when a new research study or de novo submission is pursued.

   Note: If you are submitting an amendment to an existing IACUC-approved protocol, you only need update the old version of the Initial/De Novo IACUC application that was originally reviewed and approved by the IACUC to incorporate the changes outlined in the amendment. In this instance, you do NOT need to submit the new version of the Initial/De Novo IACUC application.

4. **Can I provide feedback about the revised or new IACUC documents?**

   Although the IACUC solicited and incorporated feedback gathered from a stakeholder group consisting of IACUC reviewers and researchers, it is possible that researchers may have additional feedback to share once the revised or new IACUC documents start being used.

Frequently Asked Questions

The IACUC encourages researchers to submit feedback and/or suggestions about the revised or new IACUC documents to iacuc@une.edu for review. All feedback/suggestions will be considered for future updates to IACUC documents.

5. **Is there a plan to revise the other documents available on the UNE IACUC website?**

Yes, as time and resources allow, the IACUC plans to revise the following documents currently available on the UNE IACUC website:

- IACUC Amendment Form
- IACUC Progress Report
- IACUC Study Completion Form
- IACUC Unexpected/Adverse Event Reporting Form

6. **Who should I contact if I have any questions?**

Please direct all questions about the revised or new IACUC documents to iacuc@une.edu.