

**OAKLAND UNIVERSITY**  
**Institutional Animal Care and Use Committee**  
**Application for Use of Vertebrate Animals in Research, Teaching or Testing**  
**New Application Checklist for Researchers**

PI Name: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Project Number: \_\_\_\_\_

Approval of applications for the use of animals in research, teaching or testing is often delayed due to incomplete applications. This checklist is intended as a tool to assist researchers in ensuring a complete submission to facilitate the IACUC review and approval process. Researchers are advised to complete this checklist for each IACUC application and save a copy in their files. The IACUC does not require the completed checklist to be submitted with the application.

<b>PART I</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>
1. 2. 3. 4.	Has all administrative information been completed on the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. a.	Are the study goals written in a language understandable to a lay person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. b.	Is it clear how the information gained in the study will benefit human or animal health, the advancement of knowledge, and/or serve the good of society?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	In the animal request table, have the species and number of animals to be used been identified? Are they consistent and identical throughout the protocol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the application indicate when in-house breeding will be used? If in-house breeding has been identified in the protocol, has Appendix C been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have pain categories been appropriately assigned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are the numbers of animals and pain categories identified consistent with the number of animals used in the procedures section and those included in the Breeding Protocol Appendix C?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	For pain categories D and E, has Appendix B been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have any special animal housing and/or handling issues been described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Have all controlled substances been listed, including who will be responsible for the procurement, use, storage and handling of the substance, and is this information consistent throughout the protocol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. 12. 13.	Have all hazardous conditions been appropriately identified? If hazardous conditions are indicated with a "YES" response, has Appendix A been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

<b>PART II</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>
15. A.	Is the justification for the use of live animals provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. C.	Is the justification for the number of animals provided, and are the numbers consistent throughout the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the justification for group sizes and numbers provided? Are these numbers consistent with other sections of the protocol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Are the procedures clearly described, both in chronological order and in content reflecting animal use, as listed in the animal request table in Part I, 7. of the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are procedures such as tail biopsies or tail bleeding listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	For blood withdrawal, is the volume, frequency, withdrawal site (s) and methodology clearly listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Are all administered substance including the dosage, volume, and route of administration clearly described and consistent with the described procedures, and are these substances listed in the table in Part II, 16. B. 1. of the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. B. 2.	If the study involves the restraint of animals, are all methods of restraint listed, including chemical restraint methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If the animals are in pain category D, are the analgesic and/or anesthetic agents listed in the table in Part II, 16 B. 3. a. of the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. B. 3. b.	Are potential study induced or phenotypic related issues the animals may experience, completely identified and addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Is the method of euthanasia for the animal/species clearly described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If a chemical agent is to be used, is the dosage and route of administration provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Has a method to assure death been included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

<b>Appendices</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Appendix A	Have all sections of Appendix A dealing with Hazardous substances been completed, when applicable and is the information provided consistent with other sections of the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendix B	Has Appendix B been completed for animals in pain categories D or E, and do the pain categories selected appear to be appropriate for the research being done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	For procedures that cause more than momentary pain or distress, has veterinary consultation been performed and the date of consultation been recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendix B A. 1. 2. 3.	Have the 3 Rs been addressed and completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendix B B. 1. a. b. c.	Was a literature search performed and the dates been recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendix B B. 1. d.	Were appropriate key words used as part of the search criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendix C	Has Appendix C been appropriately completed, and are the animal numbers and pain categories indicated consistent with those used in the procedures section and the animal request table.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendix D	Has Appendix D been appropriately completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendix E	Has Appendix E been appropriately completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

\* Consult with Laboratory Compliance Manager – Domenic Luongo (248) 370-4314 [luongo@oakland.edu](mailto:luongo@oakland.edu)

For questions, researchers are encouraged to contact the IACUC Administrator – Janet R. Schofding (248) 370-4440 [schofdin@oakland.edu](mailto:schofdin@oakland.edu)