

### **Instructions for Just In Time Grant Congruency Reviews**

At the time of the JIT award notice, the Principal Investigator identifies the IACUC-approved animal use protocol that contains the procedures in the grant proposal. The title of the protocol should match that of the grant proposal. One protocol is required for each grant submission. All procedures for PHS funding that involves animals must be included in an approved IACUC protocol. The investigator will submit to the IACUC office, the IACUC protocol to be compared with the JIT Notification, the official JIT Notification, the Research Strategy and the Vertebrate animal sections of the grant application.

If the PHS Award is to Creighton and the work is being completed at another University, the Investigator will ensure a Memorandum of Understanding is on file with the IACUC Office and will provide a copy of the University's application. If the University is not AAALAC accredited, the investigator will provide a copy of the University's Policy and Procedures to the IACUC Office as well.

The IACUC Vice Chair or the Chair's designee will compare the grant proposal to the approved IACUC Protocol(s) for consistency in:

- Title and PI match the IACUC Protocol
- The animal use box is check and assurance number is correct
- The itemized budget is consistent with animal usage
- Animal Resources are accurate (facilities, space)
- Collaboration/Performance Sites consistent with proposed work
- If needed, a Memo of Understanding and copy of external protocol are on file with the IACUC Office
- Species, strains, sex, ages, and number of animal in grant are consistent with protocol
- Animal handling and procedures such as treatment times, injections, treatments, etc. are consistent.
- Procedures that may cause distress or pain and method to reduce or alleviate distress are consistent.
- Objectives for animal usage are consistent with the protocol objectives
- Justification for animals, species, and numbers
- Information on the veterinary care is accurate
- Method of euthanasia in protocol is an approved method of the AVMA Guidelines