

Instructions for Minor and Major Modification to an Approved Protocol

All modifications to approved protocols should be submitted by editing the latest approved version of the original protocol. Edits must be completed using track changes mode in Word to demonstrate all changes. Submit an electronic version with electronic signature if available to IACUC for review and approval. Once approved, an email attaching the final version of the protocol will be sent to you. The final version will include the protocol number and the modification approval date in the upper right hand corner on the first page of the protocol. After all required signatures have been obtained a copy of the protocol and approval letter will be sent via intercampus mail. Any modifications made on the wrong version of the protocol will not be accepted for review.

MINOR MODIFICATIONS

Administrative Modification

- Changing or adding funding source
- Changing duration of project
- Other

Personnel

- Changing mailing address, phone or pager number
- Change in personnel (addition, deletion, duties)
- Other

Experimental

- Change in sex of animal to be used
- Addition of another strain of the same animal species
- Increase in animal number less than or equal to 10%
- Need to repeat an experiment
- Addition of noninvasive sampling (i.e. urine collection)
- Changing animal use location
- Other

SIGNIFICANT MODIFICATIONS (includes all modifications not minor, examples are listed below.)

Submit Section (i.e. a change in procedures can cause a change in objectives and experimental design.)

- Change in purpose or specific aim of study
- Change in experimental design
- Change in species
- Change in Principal Investigator (or key personnel)
- Change in methods to include euthanasia, restraint, drug type, or other Category D or E level procedures
- Increase in animal number greater than 10% of the approved total number.
- Change in invasiveness such as a change in number of invasive procedures (i.e. 1 blood draw to 2) or level of invasiveness (i.e. addition of injections, addition of surgery, major vs. minor surgery)
- Change in pain category
- Other