

Animal Care & Use Program Policies & Procedures

Changes to Personnel

Version 2.0
Date Effective: May 2011



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BACKGROUND

The purpose of this policy is to describe the procedure for adding or removing personnel to an approved animal research protocol.

I. SCOPE

This policy applies to the addition of any person who will perform any duties associated with an approved animal research protocol or contact with live animals assigned to that protocol.

II. POLICY

New personnel who are to be added to a protocol may not have direct contact with live animals until appropriate training and enrollment in applicable occupational health and safety programs is completed and IACUC approval is received.

III. PROCEDURES

Changes in the Principal Investigator are defined as "significant" per NIH policy and must be reviewed and approved by the full committee or by designated member review. Addition or removal of personnel other than the Principal Investigator are "minor" per NIH policy and may be reviewed and approved administratively by IACUC staff.

IV. AUTHORITY

- A. NIH: NOT-OD-03-046 IACUCs may, by institutional policy, classify certain proposed additions and changes in personnel, other than the Principal Investigator, as "minor" provided that an appropriate administrative review mechanism is in place to ensure that all such personnel are appropriately identified, adequately trained and qualified, enrolled in applicable occupational health and safety programs, and meet other criteria as required by the IACUC. The IACUC remains responsible for confirming that all IACUC review criteria regarding personnel training and qualifications are maintained and documented.
- B. Guidance: NIH FAQs
 1. **What is considered a significant change to a project that would require IACUC review?**
 - a. Examples of changes considered to be significant include, but are not limited to, changes in Principal Investigator.
 - b. Changes in personnel other than the Principal Investigator need not be considered significant provided that an appropriate administrative review mechanism is in place to ensure that all such personnel are appropriately identified, adequately trained and qualified, enrolled in applicable occupational health and safety programs, and meet other criteria as required by the IACUC. See NIH Guide for Grants and Contracts [NOT OD-03-046](#). The IACUC has some discretion to define what it considers a significant

change, or to establish a mechanism for determining significance on a case-by-case basis.

V. REFERENCES

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-03-046.html>

<http://grants.nih.gov/grants/olaw/faqs.htm#d9>