

## **IACUC Member Expectations**

*IACUC committee members help support the University mission to engage in research excellence by ensuring that vertebrate animals are treated humanely and ethically and that vertebrate animal research adheres to relevant regulations and policies in a collegial and professional manner*

*IACUC members are expected to uphold, and be leaders with respect to, the Animal Research Program Mission Statement and Code of Conduct.*

### *Convened Meetings*

1. Attends at least 75% of convened IACUC meetings.
2. Is prepared for meetings: does a thorough review of all assigned items as well as all other items included in the meeting packet.
3. Contributes at meetings: participates regularly and comments are worthy, pertinent and meaningful to the discussions.
4. Notifies the IACUC Chair and IACUC office at least 2 weeks before the meeting if unable to attend. If an emergency arises, notifies chair and IACUC office immediately, and communicates with reviewers on co-reviewed protocols.
5. If unable to attend a meeting and has been assigned a protocol to review, notifies other reviewers in advance and provides comments.
6. myIACUC-once assigned, completes initial protocol review within 11 days before the meeting.
7. goIACUC-once assigned, completes initial protocol and subsequent change requests review within the 7 day review window.

### *Designated Member Review*

1. Reviews protocols within the 7 day review window.
2. Reviews are thorough and thoughtful.
3. Notifies the IACUC Chair and IACUC office at least 2 weeks prior to any unavailability.

### *Semiannual Program Review and Inspections*

1. Attends at least 4-5 inspections during each 6 month review period.
2. Is on call at least 1 week during interim inspections.
3. Is prepared for and serves as the lead on inspections.
4. Does a thorough review of the semiannual IO report and comes prepared to discuss it at convened meeting.

### *IACUC Knowledge/Education*

1. New members attend orientation with the IACUC Chair and/or IACUC staff member and takes required trainings in the AALAS learning library.
2. Every three years re-takes *Working with the IACUC and IACUC Member Essentials*.
3. General knowledge and application of pertinent state, federal and institutional regulations and guidance.
4. Participates in IACUC continuing education activities, retreats, and IACUC trainings/conferences.
5. Understands the myIACUC / goIACUC software, and how to locate and evaluate all of the relevant information.

### *Concern/Incident Reports*

1. Serves on concern/incident subcommittees as needed. Investigates concerns within 1 week and drafts report within 30 days to present at next convened meeting.