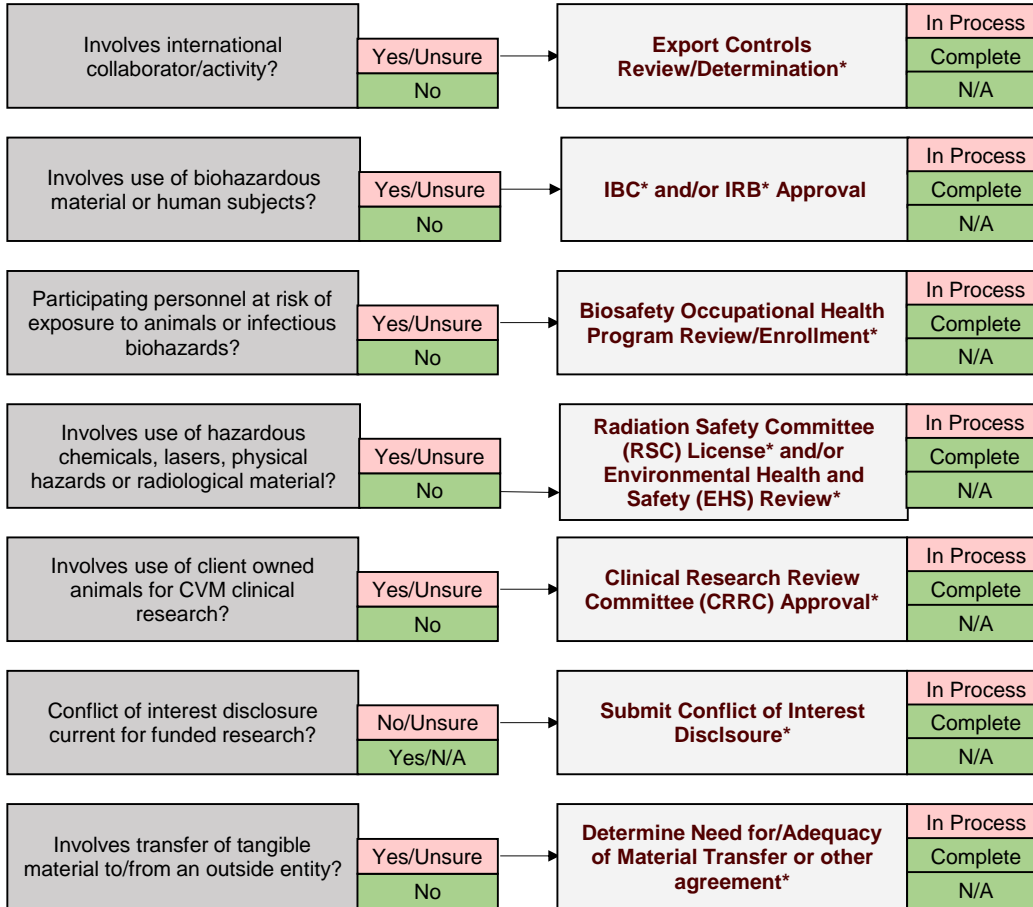


Research Road Map: Animal Use

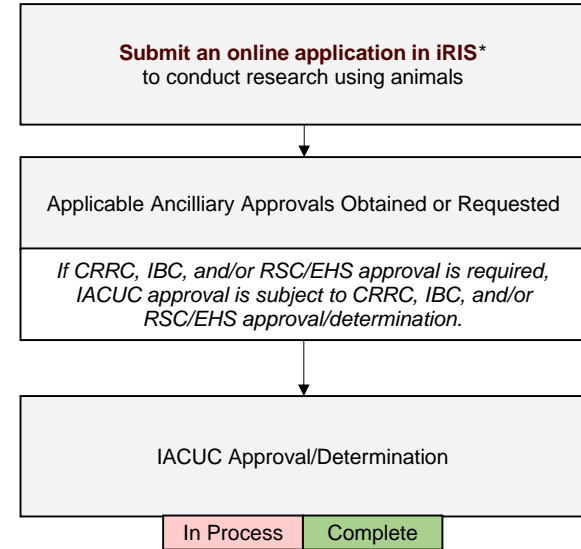
Research often involves specialized review by ancillary groups outside the IACUC. This tool provides examples of some ancillary reviews that may be required before research can begin. **Hover or click text within the tool for more information.** Ancillary reviews, if required, should be initiated by the PI in parallel with PI's IACUC submission. Requests for ancillary reviews should be directed to the applicable ancillary group.

Planning and Proposing Animal Use*

Seeking Ancillary Approval(s) related to Animal Use in research, teaching or testing activities



Seeking IACUC Approval to Use Animals in research, teaching or testing activities*



*Click link for additional information**

Initiate Research, Teaching or Testing Activities

Division of Research Contacts

Animal Welfare Program/IACUC animalcompliance@tamu.edu, 979.845.1828
Biosafety Program/IBC biosafety@tamu.edu, 979.862.4549
Biosafety Occupational Health Program boh@tamu.edu, 979.845.6649
Human Research Projection Program/IRB irb@tamu.edu, 979.458.4067
Export Controls Office exportcontrols@tamu.edu, 979.862.6419
Conflict of Interest/Commitment coi@tamu.edu, 979.862.6419
Research Administration <https://vpr.tamu.edu/manage-research>
Sponsored Research Services <https://srs.tamu.edu/contacts>, 979.862.6777

Other Texas A&M Contacts

Radiation Safety Program radiological-safety@tamu.edu, 979.845.1361
Environmental Health and Safety ehsd@tamu.edu, 979.845.2132
Clinical Research Review Committee <https://vetmed.tamu.edu/research/crrc>

Resources

Information for Investigators <https://rcb.tamu.edu/animals/resources>

FIVE TIPS FOR A SUCCESSFUL IACUC INSPECTION OR AAALAC SITE VISIT

▶ KNOW YOUR AUP

- ▶ Make sure everyone who works with animals has read the AUP and Amendments and is COMPLETELY familiar with the procedures approved in this document.
- ▶ These are the ONLY procedures that should be conducted with animals. Remember to review your AUP for accuracy and amend as needed.

▶ CHECK YOUR DRUGS

- ▶ Know what agents you use on/with/around animals and make sure everything is in-date.
- ▶ Discard expired materials* or label, “Expired, not for use in live animals” and store separately from in-date supplies.

***Applies to animal feed & medical materials as well**

▶ CHECK YOUR PEOPLE

- ▶ Has everyone had lab specific (and animal procedure specific) training?
- ▶ Is everyone enrolled in Occupational Health?
- ▶ Has everyone that works with animals been added to the AUP?
- ▶ Are people wearing lab appropriate clothes (and close-toed shoes)?

▶ CHECK YOUR EYEWASH

- ▶ Eyewashes must be flushed weekly (and documented).
- ▶ Make sure lab equipment (like fume and biological safety hoods and vaporizers) are in-date.

▶ CONFIRM ADHERENCE TO GUIDANCE

- ▶ Review applicable IACUC Guidance and request exceptions as needed in the AUP: <https://rcb.tamu.edu/animals/guidance>
- ▶ Ensure all required records are up to date (see AWO-O-052 for assistance).



Conflict of Commitment v. Financial Conflicts of Interest Disclosures

The following table provides an overview of the main characteristics of both Conflict of Commitment (COC) and Financial Conflicts of Interest (FCOI).

	Conflict of Commitment (COC)	Financial Conflicts of Interest (FCOI)
Policy Links	University SAP: https://rules-saps.tamu.edu/PDFs/15.99.99.M0.02.pdf	University Rule: https://rules-saps.tamu.edu/PDFs/15.01.03.M1.pdf System Regulation: https://policies.tamus.edu/15-01-03.pdf
University Webpage	https://vpr.tamu.edu/manage-research/COI/COI	https://vpr.tamu.edu/manage-research/COI/COI
Purpose (generally)	To provide a transparent system of disclosure of its employees' activities, external to the University, which might otherwise raise concerns about conflicts of commitment	To promote objectivity in research and to ensure that the research activities conducted by an investigator are free from bias resulting from financial conflicts of interest
Who Should Disclose	<ul style="list-style-type: none"> • Full-time members of the faculty with a 9-month or greater appointment, including for activities conducted outside their appointment periods • Full or part-time members of the faculty holding 50% or greater appointments • Part-time members of the faculty holding less than 50% appointments only if the activity reasonably appears to create a COC • Full-time professional and administrative employees • Part-time professional and administrative employees only if the activity reasonably appears to create a COC • Graduate student academic employees including, but not limited to, teaching assistants, instructional assistants, and research assistants <p style="text-align: center;"><i>If you do not have an activity, you <u>do not</u> need to submit a COC Form.</i></p>	<ul style="list-style-type: none"> • All "Investigators," which is defined as any person who is responsible for the design, conduct, or reporting of research, regardless of title or position <p style="text-align: center;"><i>All Investigators must submit a disclosure at least annually, even if they have nothing to disclose.</i></p>
What Must be Disclosed	<p>All external professional commitments (whether or not compensated) or external employment, <i>except</i> those commitments that are required or encouraged by the University as part of your professional development. These include:</p> <ul style="list-style-type: none"> • External employment or other compensated activities, including reimbursement of travel and other expenses, related to the employee's University responsibilities or professional expertise • Providing services as a voluntary or paid expert witness in the employee's individual capacity in any civil or criminal case • Providing private lessons in art, music or any field of study • Providing private counseling for financial aid, career development, and academic considerations • All service on external boards (excluding professional or scholarly organizations) • ANY uncompensated activity that reasonably appears to create a conflict of commitment <p style="text-align: center;"><i>Disclosure is limited to individual (no family members)</i></p>	<p>Any of the following that may be reasonably related to an Investigator's institutional responsibilities:</p> <ul style="list-style-type: none"> • Publicly traded entity – any remuneration received and/or equity interest in the preceding 12 months if the aggregate value exceeds \$5,000 • Non-publicly traded entity – value of any remuneration received in the preceding 12 months exceeding \$5,000, or when any equity interest is held • Intellectual property and royalty interests • Any reimbursed or sponsored travel, unless exclusion applies • Gifts if the aggregate value exceeds \$250 • Any fiduciary position in a for-profit or nonprofit entity if any form of remuneration or reimbursement for expenses was received <p style="text-align: center;"><i>Disclosure extends to covered family members (i.e., spouse, dependent children/stepchildren, or anyone living in the same household with whom the investigator is financially interdependent)</i></p>
Where to Disclose	Electronic COC Form: https://vpr.tamu.edu/forms/pdfs/conflict-of-commitment-form	FCOI Disclosure System: Maestro
Review and Approval	COC forms are approved at the Department/Unit level and the College and then sent to the COI Official/designee for review at coi@tamu.edu .	Disclosed interests are reviewed by the Conflict of Interest Official and/or designee for a determination as to whether a Financial Conflict of Interest exists.