

21 January 2010

Dear Deans and HODs,

Please be informed of the institutional policies on the care and use of animals for scientific purposes. Would be grateful if you could forward this email to the research investigators in your respective departments, for information.

IACUC Protocol Amendments

Under the NACLAR Guidelines, “significant changes to an IACUC-approved protocol must be reviewed and approved by the IACUC before they occur”. Thus under IACUC standard operating procedures (SOP), PI has to submit an amendment for any modification in an approved protocol in the course of the project. Such amendments may be classified as either Major (significant) or Minor amendments which will subsequently determine if IACUC review at a quorate meeting will be needed.

The following changes are considered as Minor amendments that do not require IACUC review at a quorate meeting and can be approved by an IACUC Designated Review upon submission to IACUC. Nevertheless, IACUC reserves the right to review the changes at a quorate meeting should circumstances warrant it.

- a. Change in project title without change in the objectives of study.
- b. Change in funding source.
- c. Change in animal housing / animal use location if the housing change is between one licensed NUS facility to another.
- d. Change in project duration with NO change in experimental time points.
- e. Change in the sex of animals.
- f. Change in personnel (with an option for full IACUC review at the request of the Designated Reviewers (but see item e below). Personnel must have been appropriately trained.
- g. A one-time Increase in the number of animals used if the number is $\leq 20\%$ of the approved number. Further increases will need full review.
- h. Tissues application if the PI is using tissues from the animals of his own approved protocol.

Major or significant changes mandating IACUC review at a full quorate meeting includes the following

- a. Change in objective of study
- b. Changes in procedure:

- i. Any modifications of approved procedures, or additional procedures.
- ii. Change in surgical plans (e.g. from non-survival to survival surgery, multiple survival surgeries and major alteration of surgical procedures).
- iii. Increased discomfort to animal / addition of painful procedures (change in pain category).
- iv. Change in the degree of invasiveness of a procedure or discomfort to an animal.
- v. Change in anesthetic and / or analgesic agent(s) or in the use or withholding of analgesics.
- vi. Change in method of euthanasia.
- c. Change in species or strain (e.g., addition of new vertebrate species, or another strain of the same species).
- d. Change in number of animals:
 - i. Increase in the number of animals used if the number is >20% of the approved number
 - ii. Un-anticipated marked increase in clinical morbidity signs or proportion of animal deaths requiring increased numbers of animals.
- e. Change in principal investigator (PI) or person designated by PI to be responsible for the protocol.

IACUC office
21 Jan 10
(Transmitted via email)