The Lankenau Institute for Medical Research (LIMR) has established an Institutional Animal Care and Use Committee (IACUC) that oversees the institution's animal program, facilities, and procedures. IACUC review and review is required prior to conducting research that involves animals. It is the responsibility of the Principal Investigator (PI) to submit the proposed research to the IACUC for approval before the research has begun. Research may not begin until IACUC approval is received.

**INSTRUCTIONS FOR SUBMISSION**

1. **IACUC Protocol Application Form -** Provide clear and detailed answers to all questions. Copied text can be pasted into this document by placing cursor in the gray area. Please proofread before submitting.
2. The committee meets on the 3rd Monday of every month (with the exception of May and December). The IACUC application must be submitted on or before the submission deadline (dates are posted in the Office of Research Protections (ORP) website (<https://www.mainlinehealth.org/research/office-of-research-protections/iacuc>). All protocol applications submitted after the submission deadline will be reviewed until the following month.
3. **Submit one completed application and relevant materials to iacuc@limr.org**. CITI training is required for all individuals listed on the IACUC Application (see training information).
4. PIs should plan to attend the IACUC meeting that includes the review of their application to provide a summary of their research and procedures for the care and use of animals involved.
5. The ORP will notify the PI if the committee needs additional information or clarification about the research project. After the IACUC has approved the application, the ORP will email a notification of approval to the PI.
6. **Any research activities involving animals cannot begin until the PI has received IACUC approval.**

**INVESTIGATOR SUBMISSION CHECKLIST**

[ ] Obtain Principal Investigator(s) Signature

[ ] Signed IACUC Application submitted to the Office of Research Protections

[ ] Grant Application (relevant portions of the grant) and Grant Information Form (if applicable)

[ ] All research personnel (including students and volunteers) have received appropriate training

[ ] IACUC Application and ALL relevant materials emailed to **iacuc@limr.org**

**CITI TRAINING IS REQUIRED FOR ALL INDIVIDUALS LISTED ON AN IACUC APLICATION**

The Lankenau Institute for Medical Research (LIMR) has adopted a mandatory initial and ongoing educational training program for all personnel involved in animal care and use. The program includes individual training with the Principal Investigator (PI), an online training course, video material, manual review, attendance at an annual in-service session and training with the veterinarian (as needed). LIMR offers an online training program through the Collaborative Institutional Training Initiative (CITI) for research involving the use of animals. LIMR is one of over 800 institutions participating in the program.

Research personnel at LIMR are required to take Working with the IACUC and appropriate species-specific courses. The BASIC training courses are valid for three years. Once three years have passed, you are required to re-certify by taking a REFRESHER Course that corresponds with the appropriate Group listed above. Please note that the REFRESHER. Courses are for those who wish to continue research upon expiration of the three-year certification period. Refresher courses are also valid for three years.

**REQUIRED MODULES**

* Working with the IACUC – required for all research personnel who use laboratory animals.
* Species-specific courses – required for all researchers.
* Essentials for IACUC members – required for all IACUC members and staff.
* Biosafety for All Laboratory Personnel
* OSHA Annual Bloodborne Pathogen Training
* Financial Conflict of Interest

**Additional Training (as applicable)**

* Lab Safety
* Survival Surgery
* Select Agents for Researchers
* Nanotechnology for Researchers