

# Institutional Animal Care and Use Committee

## PREAMBLE

This statement of the University Institutional Animal Care and Use Committee's (IACUC) charge is intended to describe this committee's responsibilities in regard to research, scholarship and creative activities at the University of Central Missouri.

**Our Mission:** Research, scholarship and creative projects are one of the three strategies (teaching, service, and scholarship) that UCM uses to ensure top-notch faculty will engage their students in relevant co-curricular experiences that exemplify learning to a greater degree.

**Our Position:** Research, scholarship and creative projects are a pragmatic approach to attaining knowledge: keeping both faculty and students current with hands-on experience in discipline-specific techniques; shaping the future through greater degrees of skill development, collaboration and problem solving; producing knowledge and further inquiries, which positively influence local communities and the world.

## I. FUNCTION

- A. To review and approve research and educational proposals involving animal subjects as specified by the Animal Welfare Act.
- B. To recommend and implement acceptable standards for the care, use, and treatment of laboratory animals in research and education in compliance with federal guidelines.
- C. To suspend animal use activities which do not conform to the Animal Welfare Act Policies.
- D. To inspect animal facilities at UCM and review UCM's animal use program in accordance with the Public Health Service assurance statement, which is in line with the Animal Welfare Act. UCM's Institutional Animal Care and Use Committee maintains the highest standard set by federal regulations.

Faculty Senate will be notified of any changes to federal regulations by the Research Compliance Officer, with notification also including the committee chair. This notification will be presented to faculty senate on the Federal Regulations Change Form, so the records and official charge may be updated.

## II. POSITION IN THE ORGANIZATIONAL STRUCTURE

The Institutional Animal Care and Use Committee reports to the Institutional Official (IO) at UCM.

## III. MEMBERSHIP

Committee members must comply with the committee manual and complete the required training prior to attending their first meeting. The committee meets beginning July 1 through June 30, with at least one meeting during the summer months and more often if deemed necessary. Members must be willing to attend meetings on a regular basis. Experience with IACUC is preferred.

### A. Composition (8 members, not including the IO & Research Compliance Officer)

1. Doctor of Veterinary Medicine
2. Non-Scientist Faculty Member At-Large
3. Faculty Supervisor of the UCM Biology/Animal Facility-Committee Chair
4. Community Representative/Non-Affiliate
5. Practicing Scientist experienced in animal research
6. Animal Care Specialists/IACUC Liaison/Animal Room Facility Manager
7. Student Member (typically student worker in the animal room)
8. Practicing Faculty Scientist experienced in field biology research
9. UCM Institutional Official (ex-officio)
10. Research Compliance Officer (ex-officio)

## **B. Selection**

Due to the fact this committee is regulated by the federal government, all changes to the function, membership, or selection can only be authorized by the VP of Academic Programs & Services, who serves as the Institutional Official or the Research Compliance Officer.

The (IO) of UCM appoints the committee with recommendations from the IACUC Chairperson. When a vacancy on the committee occurs, the IACUC Chairperson will notify the Faculty Senate Committee on Committees to request a member nomination.

All positions are nominated by IACUC and appointed by the IO except for the Non-Scientist Faculty Member At-Large. This position is nominated by FS Committee on Committees and appointed by Faculty Senate.

## **C. Selection of Chair**

The chairperson of the IACUC is the supervisor of the animal room.

## **D. Terms of Service**

1. DVM-ongoing
2. Faculty members-Three years (staggered); reappointment may be advisable
3. Community member-ongoing
4. Animal Care Specialist/IACUC Liaison/Animal Room Facility Manager-ongoing
5. Student members-One year
6. Ex officio – ongoing

## **IV. COMMENTS**

1. Meeting Schedule: Committee meetings are held at least once a semester and as needed to review protocols. Summer meetings will be held only if needed.
2. Additional Committee Member Qualifications: The committee chairperson, the attending veterinarian, and the non-affiliated member must be present for official IACUC business to be conducted at the semi-annual convened meetings. New members must complete the required modules in CITI training prior to attending their first meeting.
3. Triennial Charge Update: The committee chair is responsible for completing a triennial charge review at the designated time and then submitting it to the Faculty Senate Committee on Committee's representative.
4. Procedures Manual: If the committee has a procedure manual, then the committee chair is responsible for reviewing the procedure manual, adding a review date in the footer, and forwarding the updated version electronically to Academic Affairs.
5. Annual Report: The committee chair is responsible for an annual report kept electronically by Academic Affairs.
6. Electronic Voting: The committee may conduct business and voting via electronic means, except in the case of a full review.
7. Any requested changes to the official charge concerning changes or updates to federal regulations and compliance will be sent to the Faculty Senate President from the Research Compliance Officer. Any other requested changes will be sent from the Chairperson to the Faculty Senate President after a committee discussion and majority vote.
8. If it becomes necessary to remove a member from the committee for absenteeism, non-compliance with training requirements or federal regulations, recommendations should be made to the Research Compliance Officer. The Research Compliance Officer will present the request to the IO for confirmation. If the action is confirmed, the IO will notify Faculty Senate in writing to remove the member from the committee.

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