

## **ANIMAL STUDY PROPOSAL FORM**

### **KNOX COLLEGE**

In order to receive federal funding for research using animals, an institution needs to file an Animal Welfare Assurance with the Office of Laboratory Animal Welfare (OLAW) of the National Institutes of Health (NIH). Knox College has such an assurance and as part of that process we have established an Institutional Animal Care and Use Committee (IACUC), which is to be composed of four or more members, including one nonaffiliated person, one veterinarian, and a chair. This committee oversees the humane care and treatment of laboratory animals used for research or teaching purposes. Current IACUC members are:

**Esther Penick**, chair (biology) [epenick@knox.edu](mailto:epenick@knox.edu), x7431

**Heather Hoffmann** (psychology)

**Jennifer Templeton** (biology)

**Diana Beck** (education)

**Miava Reem** (live collection facility manager)

**Wil Hayes** (Director of Environmental Health, Knox County)

**Greg Weech** (DVM)

Anyone using vertebrate animals for research or teaching purposes at Knox College, whether federally funded or not, needs to complete and submit the following form prior to animal use. The proposed protocol will be evaluated by the IACUC for compliance with the regulations and guidelines governing the use of animals that are described below. You will be contacted with questions and/or approval information as soon as possible. If you need further assistance, please contact the chair.

**Assurances and/or statements required in written proposals:**

**All proposed animal activities**

Rationale for using animals

Rationale for species and number of animals is provided

Procedure does not unnecessarily duplicate previous experiments.

Animals' living conditions are appropriate.

Medical care is available for the animals.

Qualified and trained personnel are involved with procedures.

Description of how discomfort, distress, and pain are minimized.

Complete description of method of euthanasia if applicable

**Painful procedures**

Alternative procedures have been considered and they are not adequate for objectives.

Preoperative and postoperative care have been carefully considered.

Survival surgery is conducted aseptically in dedicated facilities.

If used in two major surgeries, animal is not allowed to recover (unless justified)..

Use of proper drugs for relief of pain/distress.

No paralytics without anesthesia.

Attending veterinarian is involved in planning.

## **ADMINISTRATIVE DATA**

Principal investigator:

Department:

E-Mail address:

## **ANIMAL REQUIREMENTS**

Species:

Number of animals to be used:

## **STUDY OBJECTIVES**

Briefly explain in language understandable to a layperson the aim of the study and why the study is important to human or animal health, the advancement of knowledge, or the good of society.

## **PROCEDURE NARRATIVE**

Briefly describe experimental procedures. Provide a few sentences that summarize your method. More details need to be provided below.

## RATIONALE FOR ANIMAL USE

- \* **Explain your rationale for animal use, including why non-animal models cannot be used.**
- \* **Justify the appropriateness of the species selected.** [The species selected should have the least complex cognitive abilities possible.]
- \* **Justify the number of animals to be used.** [The number of animals should be the minimum number required to obtain statistically valid results.]

## DESCRIPTION OF EXPERIMENTAL DESIGN AND ANIMAL PROCEDURES

Explain the experimental design and specify all animal procedures. This description should allow the IACUC to understand the experimental course of an animal from its entry into the experiment to the endpoint of the study. Specifically address the following:

- \* **Experimental injections or inoculations** (substances, e.g., infectious agents, adjuvants, etc.; dose, sites, volume, route, and schedules).
- \* **Blood withdrawals** (volume, frequency, withdrawal sites, and methodology).
- \* **Surgical procedures** (provide details of survival and non-survival surgical procedures including pre- and post- operative care).
- \* **Methods of restraint** (e.g., restraint chairs, collars, vests, harnesses, slings, etc). Include how animals are restrained for procedures like blood withdrawals. Prolonged restraint must be justified with appropriate oversight to ensure it is minimally distressing. Describe any sedation, acclimation or training to be utilized.
- \* **Animal identification methods** (e.g., ear tags, tattoos, collar, cage card, implant, etc). \* **Other procedures** (e.g., survival studies, tail biopsies, etc).
- \* **Other potential stressors** (e.g., food or water deprivation, noxious stimuli, environmental stress) **and procedures to monitor and minimize distress.** If a study is USDA Classification E (e.g., procedures involving pain or stress in which the use of appropriate anesthetic, analgesic, or tranquilizing drugs will adversely affect procedures, results or interpretation), indicate any non-pharmaceutical methods to minimize pain and distress.
- \* **Anesthesia, analgesia, tranquilization and other agents** (name(s), dosage, route and schedule of administration).
- \* **Method of euthanasia or disposition of animals at end of study.** If a chemical agent is used, specify the dosage and route of administration. If the method(s) of euthanasia include those **not** recommended by the AVMA Panel Report on Euthanasia (e.g., decapitation or cervical dislocation without anesthesia), provide scientific justification why such methods are used. Indicate the method of carcass disposal.

Please thoroughly explain these items on the following page.

## **EXPLANATION OF EXPERIMENTAL DESIGN AND ANIMAL PROCEDURES**

## **FIELD STUDIES**

If animals in the wild will be used, describe how they will be observed, any interactions with the animals, whether the animals will be disturbed or affected, and any special procedures anticipated. Indicate if Federal permits are required and whether they have been obtained.

## **PERSONNEL TRAINING**

List personnel who will perform procedures with animals and indicate their qualifications via training and experience in performing these procedures.