

# Form 3-98 (rev. May 2009, March 2014, September 2014, September 2023) ANIMAL RESEARCH AND USE REQUEST FORM

IACUC#

New Proposal

Revision/Update

Continuing Review

## PROCEDURE FOR REQUESTING APPROVAL

To request the approval of student/faculty, class/research projects involving animal use at Northeastern State University, USDA and Public Health Service regulations require that all institutions using federal funds to carry out research or teaching that involve the use of live, warm-blooded vertebrate animals have a standing Institutional Animal Care and Use Committee (IACUC). The IACUC is charged with reviewing, and approving or disapproving, all research and teaching protocols involving live, warm-blooded animals. This committee, being one of a few federally-mandated committees, also has the responsibility to oversee uses of animals in general, to assure a sound and responsible animal care and use program.

Northeastern State University has several sites that fall under the supervision of the IACUC. This includes the main campus in Tahlequah, the College of Optometry program, NSU-Broken Arrow, NSU Muskogee, and all other distance learning and outreach sites where either NSU students or faculty are involved in teaching or research. While no action of the NSU IACUC will supersede action taken by a site institutional review board, no NSU student or faculty will use live, warm blooded vertebrate animals for teaching or research activities without previous approval from the NSU IACUC. However, the NSU IACUC may require prior approval from a non-NSU site institutional review board before approving an animal use request.

If planning to only observe animals either in the wild or housed at another institution (e.g., zoo), faculty and students are not required to submit an Animal Research and Use Request form to the NSU IACUC. If only observing animals, it is understood that there will be no direct, physical contact with the animals in question. However, researchers are encouraged

to contact the appropriate institution/land owner where the animals are kept before conducting any observation, and are expected to follow any laws, rules, regulations or policies that might apply to the activity.

## INSTRUCTIONS FOR USE

This form should be completed and returned to the IACUC when planning to use live, warm-blooded vertebrates in research or classroom activities at least 30 days before the project is planned to start. Please refer to the "University Policy Regarding the Use of Dead Animals and/or Dead Animal Parts" when planning to use dead animals or dead animal parts.

Researchers are required to receive permission from the appropriate IACUC, land owner, or organization when planning to observe any animals housed or managed by another institution, organization, etc. Please answer all questions on this form. Incomplete forms may delay the determination of the IACUC

## FORM

### APPLICANT INFORMATION

Name(s) of applicant(s)

Student

Faculty

Signature(s) of applicant(s)

Home or work address

Home, cell or work telephone number

## CLASS PROJECT (1-5) AND RESEARCH PROJECT (6-7)

1. Class requiring project
2. Class project title
3. Other students involved
4. Faculty requiring project & faculty signature
5. Faculty office and telephone number
6. Research project title
7. Co-investigators

### SUMMARY ATTACHMENT

Attach a summary of your proposal. Be sure to include the rationale, purpose and expected outcomes of the project. Be specific as to the animal(s) involved and numbers of animals that you plan to use, and describe where and how the animals are to be housed. Projects where the animal will experience pain with or without relief will require justification for consideration. Include the time-line or dates of the project, and any relevant supporting documentation. In the event of death of the animal(s) in the project, please include disposal method of the remains.

## FURTHER QUESTIONS

1. Has this project been approved by the appropriate external institutional review board, organization, land owner, or committee?  
(mark one)
  - a. Yes
  - b. No
  - c. Provisional
  - d. N/A

Date of determination

Institution

If approved, submit copy of letter of notification or approval form.

2. Have all required federal and state permits been obtained? (mark one)
  - a. Yes
  - b. No
  - c. N/A

## FINAL NOTES

Attach a copy of all permits.

Following NSU IACUC determination, a copy of this form will be returned to the applicant.

## NSU IACUC Determination

- A. Yes
- B. No
- C. Provisional Approval

Explanation for denial or provisional approval

Signed

Date

Chair, NSU IACUC

-OR-

Signed

Date

Director, NSU Bioscience Research Facility