

Request for Review of Animal Subjects Research by the Highlands Biological Station Institutional Animal Care and Use Committee (IACUC)		HBS Registration No:	Date Reviewed at HBS:
		Date Received at HBS:	
Investigator Status (Select One) <input type="checkbox"/> Principal Investigator (PI) <input type="checkbox"/> Co-PI <input type="checkbox"/> Other Investigator <input type="checkbox"/> Faculty Advisor		Home Institution Status <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student	
Last Name	First Name	Telephone Number	
Institution & Department	Email Address	Address	
Investigator Status (Select One) <input type="checkbox"/> Principal Investigator (PI) <input type="checkbox"/> Co-PI <input type="checkbox"/> Other Investigator <input type="checkbox"/> Faculty Advisor		Home Institution Status <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student	
Last Name	First Name	Telephone Number	
Institution & Department	Email Address	Address	
Investigator Status (Select One) <input type="checkbox"/> Principal Investigator (PI) <input type="checkbox"/> Co-PI <input type="checkbox"/> Other Investigator <input type="checkbox"/> Faculty Advisor		Home Institution Status <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student	
Last Name	First Name	Telephone Number	
Institution & Department	Email Address	Address	
Project Title			
Was the research project peer reviewed? <input type="checkbox"/> No <input type="checkbox"/> Yes, by _____			
Previous Institutional Animal Care and Use Actions (reviews, certifications) and Dates			
<p>The information above and on the attached pages is accurate and complete. I am familiar with and agree to abide by the provision of the Animal Welfare Act and the WCU Institutional Animal Care and Use Committee (IACUC) policies and instructions pertaining to this project.</p> <p style="text-align: center;">Send completed application with attachments to: James T. Costa Highlands Biological Station, Institutional Animal Care and Use Committee costa@email.wcu.edu Allow 3 weeks for the review process to be completed.</p>			
Principal Investigator Signature		Date Signed	
For HBS Use			
I certify that the Institutional Animal Care and Use Committee (IACUC) of Highlands Biological Station has reviewed this application and the project to which it pertains and find it to be in compliance with all appropriate guidelines.			
Chair, HBS Institutional Animal Care and Use Committee		Date Signed	

Highlands Biological Station Information Required for Application

In many cases research involving vertebrates to be conducted at HBS constitutes a portion of a broader research project described in the investigator's home institution IACUC application. For the HBS IACUC application, however, we ask you to provide information pertaining *solely* to vertebrate animal use you plan to conduct *at the Highlands Biological Station*.

Please respond to the following questions in a separate document. You do not have to retype the questions or start each answer on a separate page. In answering questions, consider that the information will be reviewed by a Veterinarian/Life Scientist.

1. As part of the lay-language description of your work, please explain why the work is important.
2. Please include all procedures and techniques involving the use of vertebrate animals at HBS.
 - a. Your response to this question should enable us to ensure that your personnel are properly trained and qualified.
 - b. Federal law states that "it shall be the responsibility of the research facility to ensure that its personnel involved in animal care, use, and treatment are qualified to perform their duties, and that partial fulfillment of this responsibility shall be through providing training and instruction to those personnel."
 - c. Training and instruction can be made available through WCU's Training Officer if necessary.
3. Will any bio-hazardous agents such as carcinogens, teratogens, infectious organisms, toxic chemicals, immunosuppressive or radioisotopes be used in this research? If so, please identify them.
4. We need to know what steps or measures you will employ to protect personnel and animals against any hazardous agents listed under item 3 (i.e., gloves, fume hoods, respirators, face masks, protective clothing, cage filters, etc).
5. Under rationale for species and number, please provide a simple statement explaining why the particular species was elected for this experiment and how the proposed number to be used was determined.
6. Please provide building name(s) for planned housing and experiments involving vertebrates at HBS.
7. What kinds of hands-on restraint, apparatus, chambers, harnesses, etc will be used?
8. Provide information on other necessary legal authorizations, such as State & Federal wildlife permits, radioactive isotope licenses, etc.
9. We need to know if there is a possibility of other than momentary or slight pain or distress to an animal. If so, we need to know what measures will be taken to alleviate it, or why you cannot do so.
10. Euthanasia methods should follow AVMA recommendations.

The next two items may be the most difficult on this application form, but they are extremely important. The revised Final Rule of the Animal Welfare Act requires that they be considered in detail and that records be maintained and available to USDA/APHIS upon demand to verify whether the institution has made good faith efforts on these assurances. Please do not simply assume that your expertise in this area is obvious and the fact that you have decided to do this experiment speaks for itself. Provide specific information for the benefit of the committee and possible verification by federal inspectors (e.g., which journals do you regularly review? At which conferences have you discussed these matters? What databases have you consulted? Have you published a review on the subject within the past few years?).

11. The Animal Welfare Act requires that alternatives to procedures that may cause more than momentary or slight pain or distress to the animals must have been considered; that the principal investigator must provide a narrative description, in writing, of the methods and sources that were used to determine if adequate assurance is provided, and that such discussion must be made part of the Institutional Animal Care and Use Committee (IACUC) meeting minutes. Research facilities will be held responsible if it is subsequently determined that an alternative procedure was available to accomplish the objectives of the proposed experiment.
12. The Animal Welfare Act also requires the principal investigator to provide written assurance that the proposed activities do not unnecessarily duplicate previous experiments. Research facilities will be held accountable if it is subsequently determined that an experiment is unnecessarily duplicative and that a good faith review of available sources would have indicated as much.
 - a. If an animal develops a medical problem or dies while the principal investigator is not present, the protocol should provide information which will allow animal care staff to take appropriate procedures, including necropsy or the collection of necessary samples.