ADMINISTRATIVE APPROVAL OF AMENDMENTS

The Assurance between TTUHSC and Public Health Services for the IACUC allows administrative approval for protocol amendments that are solely to:

- Add, delete, or change a title of a study;
- Add, delete or change personnel other than the Principal Investigator;
- Add and/or delete location(s);
- Add and/or delete animals of species (rats and mice only) approved to be used on the protocol when the increase is no greater than 10% of the approved number of animals;
- Add, delete or change a funding source.

The Principal Investigator (PI) is responsible for the submission of the completed and signed amendment form to the IACUC staff. Final approval of an amendment for addition of personnel will not be given until all personnel have received appropriate training and have enrolled in the Employee Health program (EHP).

Addition of Personnel (other than PI)
Once the IACUC staff receives an amendment that includes addition of new personnel, the person(s) listed in the amendment and the PI will be notified of the following items:

- Personnel shall not work with animals until they have completed the required on-line training course at www.citiprogram.org and this has been verified by the Institutional Veterinarian (IVet) or his/her designee. Required training includes completing the Investigators, Staff and Students course and, when available, appropriate species-specific modules.

- Personnel also shall not work with animals until they have enrolled in EHP. The Institutional Veterinarian (IVet) or his/her designee must receive verification of this enrollment from the EHP nurse on the campus the personnel will be working.

Addition of Location
Addition of new location(s) for the use of animals may be administratively approved after the PI has submitted an amendment indicating a request for location change. This location shall be verified in writing by the IVet or designee as allowable before the site may be used to conduct animal work.

Addition of Animal Numbers
An increase of up to 10% in the number of rats and/or mice (but not of other species) approved in the original protocol may be approved administratively after the PI has submitted an amendment indicating a request for additional animals. This number must be verified by the
IACUC staff as allowable before additional animals may be put onto the protocol by purchase or transfer.

**Addition of Funding Source**
Addition of a new or different funding source may be administratively approved. However, if the funding source requires a grant/protocol comparison, then the change may be administratively approved only after the assigned reviewer provides written verification that the comparison is satisfactory.

**Reporting to IACUC**
All administratively approved amendments will be placed on the agenda for the next scheduled meeting of the IACUC for informational purposes.

All administrative approvals take effect when verification of all requirements is completed and written notification from the IACUC Chair or their designee to the PI is sent.