



## Animal Program Policy

**Title:** Designated Member Review  
**Date Created:** 3/28/2012  
**Date Reviewed:** 5/30/2018

The Forsyth Institute requires as its standard procedure for review of animal protocols that all protocols be reviewed in their entirety by the Forsyth Institutional Animal Care and Use Committee (IACUC).

With the length of time between official meetings, the IACUC recognizes that protocol review between meetings may be required to advance research or meet granting agency requirements. In these cases, the Forsyth IACUC may conduct review of a protocol using designated members under the following procedure:

In most cases, the "Designated Member Review Committee" (DMR) will comprise the most recent pre-review committee: i.e., the Chairman of the IACUC, the Consulting Veterinarian, the Director of the Animal Facility and a rotating scientist member of the committee. Alternatively, the Chair may select one or more IACUC members to serve on the DMR.

An email must be sent to the IACUC chair using [IACUC@forsyth.org](mailto:IACUC@forsyth.org) by the PI requesting designated member review, stating the reason for the request and include the relevant protocol or amendment.

The IACUC Coordinator shall distribute a copy of the submission from the Principal Investigator as hard copy and/or electronically to all IACUC members. Any member may request Full Committee Review, and must communicate this to the Chair as soon as possible. If no such request is made within three days, the DMR review will proceed.

Within a week of the distribution of the protocol, the DMR will discuss the protocol – this discussion can take place by conference call, email, Skype or in person. Minutes or email records of the meeting shall be maintained. If the review takes place by email, the IACUC Coordinator will ensure that all members receive copies of all correspondence among members, between members and the PI, and that all members are sent revised versions of the protocol. The DMR shall review a protocol applying the same standards and policies under which the full IACUC operates. Actions taken by the DMR may include 1) Approval; 2) Request for Modifications to Secure Approval or 3) Refer to Full Committee Review.

Modifications requested by any reviewer will be transmitted to the other reviewers for their approval. Agreed to requests will be forwarded to the PI by the Chair. The reviewers may request additional information from the PI until the committee unanimously agrees to Approval. The Approval Date will be the date that the DMR agrees to Full Approval. If the committee cannot come to this conclusion, the protocol will be Deferred to the next regularly scheduled IACUC meeting.

Should a member of the IACUC request that the protocol be reviewed by the Full Committee at any time during this process, a special meeting of the IACUC may be scheduled for the purpose of reviewing the protocol.

The actions of the DMR shall be reported at the next regularly-scheduled meeting of the IACUC.