

Instructions for Submitting Requests for Review During the University Response to Coronavirus (COVID-19)

Institutional Animal Care and Use Committee

Laboratory Animal Resources (LAR) and Office of Regulatory & Research Compliance (ORRC) staff are considered essential employees and animal care will continue during any university decision to limit individuals being on campus. The IACUC and staff are working remotely to ensure the animal welfare. The IACUC will continue to conduct review of submitted protocols. However, capacity and turnaround times are expected to be longer than average.

Submit [request forms](#) and related documents in Word or PDF compatible formats to IACUCsubmissions@albany.edu.

All requests must come from an @albany.edu email address.

Only individuals in faculty titles may serve as the principal investigator for any animal use activity. In lieu of the normally required Department Chair signature; the Chair must be copied on the emailed request.

If the study has support from an external funding institution a copy of the proposal/award documents must also be provided with the request.

REQUESTS WHICH DO NOT MEET THE ABOVE REQUIREMENTS CANNOT BE ACCEPTED.

Finally, file names of the attached documents must follow the following scheme:

For Modification Submission

- [Investigator last name] - [IACUC protocol number] - Modification.docx
- [Investigator last name] - [IACUC protocol number] - Supplemental form X.docx (for each required supplemental form)
- [Investigator last name] - [IACUC protocol number] - Standard Operating Procedures.docx (if applicable)

For Annual Continuation Submission

- [Investigator last name] - [IACUC protocol number] - Continuation.docx
- [Investigator last name] - [IACUC protocol number] - Supplemental form X.docx (for each required supplemental form)
- [Investigator last name] - [IACUC protocol number] - Standard Operating Procedures.docx (if applicable)

For 3-year DeNovo Submission for Ongoing Research

- [Investigator last name] Protocol.docx
- [Investigator last name] Supplemental form X.docx (for each required supplemental form)
- [Investigator last name] Standard Operating Procedures.docx (if applicable)

NO NEW RESEARCH INVOLVING ANIMALS IS BEING REVIEWED AT THIS TIME.

Should the COVID-19 landscape change significantly, there may come a point when research activities including animal research will be restricted and IACUC protocol review might be paused in the interest of individual and public health.

There will be updates and guidance provided on our website <https://www.albany.edu/orrc/>