



ANIMAL CARE AND USE COMMITTEE

Animal Research at Florida State University

Welcome! Florida State University is committed to providing the highest care for, as well as responsible use of, animals in research, teaching, and testing. Any research, teaching or testing involving vertebrate animals by FSU faculty, staff or students must comply with all applicable laws, regulations, policies and guidelines. This covers both funded (internal and external) and un-funded research as well as class, thesis, dissertation and special projects.

Oversight of animal use in teaching and research is required by Congress through the Animal Welfare Act and the Public Health Service Policy on the Humane Care and Use of Laboratory Animals. In addition there are many other federal and state regulations requiring compliance when using animals or animal tissue. University policies and guidelines are developed to maintain compliance with the various rules, regulations and guidelines. A brochure, *What Investigators Need to Know About the Use of Animals*, provides a succinct resource for investigators to quickly grasp the main expectations and requirements when using animals in research supported by the federal government. This brochure can be downloaded at <http://grants.nih.gov/grants/olaw/InvestigatorsNeed2Know.pdf>. Oversight of compliance at FSU is the responsibility of the FSU Animal Care and Use Committee (ACUC). Facilitating the use of animals in research and teaching at FSU is the responsibility of the Department of Laboratory Animal Resources (LAR).

Given the complex nature of the university and research environment, the ACUC and LAR recommend that you begin the approval process and research set up before or shortly after you arrive at FSU. We understand that investigators require research space, animal housing space, regulatory approvals, and funding to conduct animal research. Both the ACUC and LAR will work with you to obtain approval as well as animal housing and research space in order for you to begin your animal research. To get started, contact Laboratory Animal Resources at 644-4262. Personnel are available to assist with protocol preparation, animal housing and research space procurement and a variety of other important aspects of animal use. Please keep in mind that no work with animals (research or teaching) may be performed without prior ACUC approval. Also note that the approval process can take 1-3 months (depending upon the project's complexity) and that animal housing/research space must be available before work can begin.

Essential Steps Prior to Beginning Animal Work:

These are briefly summarized below; more information on each can be found on the FSU Animal Care and Use Committee's website at www.research.fsu.edu/acuc or you can contact the Attending Veterinarian or the [ACUC Secretary](mailto:ACUCSecretary@mailers.fsu.edu) at ACUCSecretary@mailers.fsu.edu.



LABORATORY ANIMAL RESOURCES

- **Animal Use Protocol** - You will need an approved animal use protocol before animals can be ordered or used. Failure to procure approval prior to initiating any use may lead to project and possibly funding suspension; it may also negate use of the data collected without an approval in place. If the work is externally funded, both the funding agency and the NIH Office of Laboratory Animal Welfare will be notified. Allow a minimum of 6-8 weeks for an approval turn around. Submitted protocols undergo a pre-review internally to provide feedback to investigators designed to enhance

the chances of ACUC approval. The submission deadline is the first of the month for consideration at that month's ACUC meeting.

- **Training** - Federal regulations and guidelines require Institutions to provide assurance that individuals working with animals have received appropriate training and are qualified to humanely use animals in the course of research, teaching or testing. The FSU ACUC has established minimum requirements that all individuals must complete prior to beginning any animal work at FSU. All personnel listed on the animal use protocol form must undergo mandated ACUC training. Much of the training can be accomplished online before arrival. Faculty with previous animal research experience may request an exemption from this training as part of the protocol approval process. To check about an exemption or to arrange for training, contact the LAR office or the [ACUC Secretary](#). Failure to complete required training will result in delay of ACUC protocol approval.
- **Medical Monitoring** - All personnel who have contact with vertebrate animals or research animal products must be enrolled in the FSU Medical Monitoring Program. Public Health Service Policy requires that all institutions receiving federal support for research involving vertebrate animals have a Medical Monitoring Program for personnel with animal contact. For information on how to enroll, please contact the ACUC Secretary, the EH&S Biological Safety office or review the information on the program at the [EH&S safety manual](#). The enrollment form (EHS 7-2) is available at <http://www.safety.fsu.edu/bioforms.html>. Failure to enroll in the program may result in delay of ACUC protocol approval.
- **Laboratory Animal Resources and Animal Housing / Procurement** - We hope that you met with LAR staff prior to accepting your appointment. If you have not, please meet with the Laboratory Animal Resources staff as soon as possible to arrange for housing, vivarium space, special needs, etc. for your animals. LAR will also help you with relocation of valuable animal colonies from your former institution to FSU. Animal research space requests are reviewed by the Animal Resources Advisory Committee in conjunction with the Department or College prior to job offers or assignment of animal space. Please note that university policy requires that all animal purchases or imports must be routed through Laboratory Animal Resources. To obtain a copy of the animal order form or for questions or concerns regarding the purchase of animals or animal housing/procedure space please contact the LAR office at 644-4262.
- **Environmental Health & Safety** - Use of radioisotopes, biological material, chemicals or physical hazards require review by EH&S Biological Safety and Radiation Safety. The ACUC and EH&S have developed a method for evaluation and approval of animal protocols using hazardous agents. All protocols must comply with the FSU Use of Hazardous Agents in Animals Policy.

If your work will require the use of pharmaceutical agents or controlled substances, contact Janice Dodge, FSU EH&S Laboratory Safety at 644-8916. For further information check out the [Researcher FAQs](#) on Laboratory Safety.

- **Contracts and Grants** - For information concerning submission or transfer of contracts or grants, or the transfer and release of funding, contact Sponsored Research at 644-5260 or visit their [webpage](#). Submission of grant proposals requires a Sponsored Research Services Animal Subjects Use Form acknowledging the ACUC approval status. This must accompany the proposal at the time of submission. For help on how to write a research proposal using animals, the NIH National Institute on Allergy and Infectious Diseases has a tutorial, [How to Write an Application Involving Research Animals](#). This tutorial explains procedures for writing an application and then applying for and maintaining an NIH grant application for research that uses animals.

- Regardless of specific funding agency requirements, no funds (internal or external) will be released to the PI until an ACUC Animal Use Protocol has been submitted to and approved by the FSU Animal Care and Use Committee. In addition, a copy of the grant will be compared to the ACUC Protocol Review Form at the time SRS receives confirmation that a grant proposal has been funded to confirm that all proposed animal work in the grant is covered under the ACUC Protocol Review Form. Should discrepancies be noted, funds will not be released until any additional procedures or species have been added to the existing protocol. If you have questions about timing for this approval or other issues related to either the ACUC Protocol Review Form or the SRS Animal Subjects Use Form, email the [ACUC Secretary](#) or call 644-4262.
- **Budgeting** - It is important that research proposals accurately reflect the costs of meeting today's strict animal care standards. For assistance with completing animal related budget projections for a proposal, contact SRS or LAR.

1. **Costs, Care, and Housing of Animals**

Contact Laboratory Animal Resources at 644-4262, for complete information on current per diem rates to make sure that these costs are appropriately budgeted. A complete list of the current per diem rates can be obtained from LAR.

2. **Special Costs**

Items such as remodeling, special transportation of animals, quarantine charges, technical assistance, special foods, drugs, and related items frequently are often overlooked in planning animal research. For assistance in planning for these budget items, please contact the LAR Administrative Office at 644-4262.