EXPECTATIONS OF A DUKE IACUC MEMBER

BACKGROUND / PURPOSE: To ensure that IACUC members are engaged in IACUC activities.

- Responsibilities of IACUC Members: This policy does not detail the regulatory requirements of the IACUC. These can be found in the following documents. The Animal Welfare Act (AWA), Public Health Service (PHS) Policy, and the Guide for the Care and Use of Laboratory Animals (8th edition).

POLICY:

1. Expectations of Committee Participation:

   a. Primary Members:
      i. Targeted participation: Primary Members are expected to attend/participate in:
         1. Routine Monthly Meeting: Attend a minimum of seven (7) IACUC meetings each fiscal year; and
         2. Facility Inspections: Participate in a minimum of two (2) Facility Inspections, and serve as a ‘back-up’ for a 3rd Facility Inspection each semi-annual cycle; and
         3. Significant Change Subcommittee: Participate in a minimum of two (2) Significant Change Subcommittee meetings each year;
         4. Programmatic: Attend a minimum of one (1) Semi-Annual Program Review Meeting each fiscal year.

   b. Alternate Members:
      i. Alternate Members:
         1. Refer to OLAW Guidance to Reduce Regulatory Burden of IACUC Administration Regarding Alternate Members and Approval Dates NOT-OD-11-053.
         2. In the absences of the Primary Member, the Alternate Member will assume all decision and voting privileges of the Primary Member. If a primary member is no longer an IACUC member the alternate member will automatically assume the primary position until the position has been filled.
      ii. Targeted participation: Alternate Members are expected to attend/participate in:
          1. Routine Monthly Meeting: Attend a minimum of three (3) IACUC meetings every fiscal year;
          2. Facility Inspections: Participate in a minimum of two (2) Facility Inspections every semi-annual cycle, and serve as a ‘back-up’ for a 3rd Facility Inspection each semi-annual cycle; and
          3. Significant Change Subcommittee: A minimum of one (1) Significant Change Subcommittee meeting each year. (As assigned by the Primary
Policy on Expectations of a Duke IACUC Member

Date of Last IACUC Approval: 01-28-2016

2. Expectations of Member Conflict of Interest (COI):
   a. Regulatory definitions of COI:
      i. **Guide:** IACUC members named in protocols or who have other conflicts must recuse themselves from decisions concerning these protocols.
      ii. **AWA/AWR:** Prior to IACUC review, each member of the Committee shall be provided with a list of proposed activities to be reviewed. Written descriptions of all proposed activities that involve the care and use of animals shall be available to all IACUC members, and any member of the IACUC may obtain, upon request, full Committee review of those activities... No member may participate in the IACUC review or approval of an activity in which that member has a conflicting interest (e.g., is personally involved in the activity), except to provide information requested by the IACUC, nor may a member who has a conflicting interest contribute to the constitution of a quorum.
      iii. **PHS Policy:** No member may participate in the IACUC review or approval of a research project in which the member has a conflicting interest (e.g., is personally involved in the project) except to provide information requested by the IACUC; nor may a member who has a conflicting interest contribute to the constitution of a quorum.
   b. **Identified Conflict of Interest (COI)
      i. **COI definition:** An individual who is listed as the PI, co-investigator, sponsor, protocol participant, collaborator on the protocol application and/or protocol-related amendments, annual progress reports, and/or final reports OR an individual with obvious personal/financial interest in the outcome of the
application (e.g., spouses, funding recipient/provider).

ii. COI (as defined above) of individual members may be identified by the IACUC. When identified, the IACUC member with a COI cannot participate in deliberation and vote for the application. They may provide information requested by the IACUC.

iii. If an IACUC member self-identifies a COI and/or they feel they should not participate in the IACUC function, that member should self-identify that they have a conflict and recuse themselves from the function. Nevertheless, they may provide information requested by the IACUC.

3. **Expectations of Member Confidentiality:**

   a. Members must not disclose Confidential or Proprietary Information (protocol or investigator specific information) to any non-IACUC member; and

   b. Members must not discuss, communicate, or disclose any details of IACUC business (e.g. protocol reviews, non-compliance discussion, subcommittee investigations or reviews, etc.) to third parties without the consent of the IACUC Chair; Director, OAWA; Director, DLAR; or the Institutional Official.