

Instructions for completing IACUC Annual Review and Progress Report forms.

Annual Review Form

PI: Enter the name of the individual who will ensure that the use of animals is in compliance with applicable laws, regulations, and policies. If the PI is not a member of the Duke University faculty, a Duke faculty member must be listed as co-PI or Sponsor. Both the PI and, if applicable, the co-PI or Sponsor must sign the Assurance Statement below.

Current Registry #: Enter the most recent registry number assigned to the approved protocol.

PI information: Enter the PI's primary academic department, Duke University P.O. box number, local telephone number, and fax number.

Co-PI/Sponsor: Enter the name of the individual who will serve as primary co-PI or who will sponsor a PI who is not a member of the Duke University faculty. The co-PI or sponsor shares responsibility for ensuring that animal use is in compliance with applicable laws, regulations, and policies. The co-PI or Sponsor must sign the Assurance Statement below.

Co-PI/Sponsor information: Enter the co-PI's or Sponsor's primary academic department and local telephone number.

Project title: Enter a descriptive title for the project. This should be the same as that originally specified on the protocol application form unless the title was subsequently changed by amendment.

Past year: Indicate whether the study was or was not active. Check the "*not active*" box only if no work with animals was performed during the past year. If the study was active, a Progress Report form must be completed and attached to the Renewal form.

Exemption from Environmental Enrichment: Indicate whether the protocol included an exemption from environmental enrichment the previous year. If yes, a Request for Exemption from Environmental Enrichment form must be completed and attached to the Renewal form.

Next year: Check the "*will not be continued*" box only if the protocol is to be terminated. All work with animals under the protocol then must cease by the end of the current one-year approval period. If the protocol will continue, indicate whether it will be with or without change. Checking the "*without change*" box certifies that work will continue as described in the existing approved protocol, including amendments, and that there will be no change in personnel or animal species, number, housing, or procedures from those already approved. If there will be changes in personnel or animal activities, check the "with change" box and indicate whether the changes are minor or major. Check "*Minor only*" if all changes are minor as defined on the face page of the Minor Change in Activity form. The latter form then can be used to expedite review of certain limited changes to an existing protocol. If you are uncertain about the classification of a change, or if major changes also will be made, check the "*Major and/or minor*" box instead. Major changes include all changes not specifically defined as minor on the face page of the Minor Change in Activity form.

Annual Progress Report

Protocol information: Enter the name of the principal investigator, protocol registry number, and project title as listed on the Annual Review form.

Animal use: Select species approved for use in the protocol from the drop-down list. If the species is not listed, select "other" and write in the species name. List all species that were approved for use, regardless of whether or not a given species actually was used. For each species, enter the total number of animals approved for use and the actual number of animals used to date. Be sure to include species

and numbers that may have been added to the protocol by approved changes. *The number of animals used should not exceed the number approved.* If it does, a detailed explanation of the circumstances that resulted in the overuse of animals must be attached.

Progress summary: Briefly describe progress during the past year without exceeding the space provided. This summary should define the current status of the project in a way that reveals the benefits or understanding gained from the use of animals and the reasons continued animal use is necessary to achieve the scientific or educational objective.

Adverse events: List all unanticipated problems or adverse events that negatively influenced animal health or well being during the past year. Include unexpected surgical complications, infections, drug reactions, mortality, and other such events that were not predicted and planned for within the approved protocol. If none were encountered, that should be specified.

Corrective measures: If adverse events were encountered, describe the measures that were taken to reduce or eliminate their effects on animal health or well being. Include an assessment of the effectiveness of those measures.