



**Duke University
Animal Care & Use Program
Policy**



DISTRIBUTION OF PROTOCOLS FOR REVIEW

PERFORMANCE STANDARD: Protocols will be provided to the Primary Member / Alternate Member of the IACUC assigned to review the protocol not less than 10 days before the meeting.

BACKGROUND: The policy provides a methodology for appropriate distribution of Committee documents and includes OLAW's guidance. This policy is a reflection of the OLAW policy.

ROLES: The Office of Animal Welfare Assurance (OAWA) shall assure all protocol review packets are prepared and distributed in preparation for the upcoming IACUC meeting. The Reviewer will review the assigned protocol, and be prepared to discuss and make recommendations concerning the disposition of the application.

OUTLINE OF POLICY:

1. The OAWA will send an e-mail inquiry concerning the availability of the Primary Reviewer to review the material approximately 3-5 days BEFORE protocol distribution.
2. The Primary Reviewer will advise the OAWA if they are not to receive the protocol (s) for review, before the distribution period.
 - A. If no notification occurs, then the assumption is that the Primary Member will attend the meeting and will review the protocol. The OAWA will distribute the protocol to the Primary Member.
 - B. If notification occurs that the Primary Member cannot attend the meeting, then the Alternate Member will receive the protocols for review.