Addition of Rotating/Time Limited Students to Animal Care Applications (ACAP)

The IACUC’s policy for amendment approval requires that each individual listed on the application is current on all necessary training requirements before the amendment can be approved. This policy is problematic when investigators submit amendments adding rotating or time limited students. Because it is essential that all personnel working with animals are approved on an IACUC protocol, the IACUC has a policy to facilitate the process of adding time limited/rotating students to the protocol while still ensuring compliance with all regulations.

To ensure the most efficient approval of a rotating/time limited student, the IACUC encourages you to amend your application only with the addition of the student. Avoid including other personnel or procedures. When adding a time limited student, indicate the role “Rotating/Time Limited Student” in the ACAP personnel section. To facilitate the approval process, please ensure that the time limited student has completed the IACUC and DLAM online Orientations, the animal handler form, and has been certified by your Laboratory Animal Coordinator (LAC) or the IACUC Training and Compliance Coordinators in all the handling techniques the student will perform. Additionally, in order for the IACUC office personnel to quickly identify that the amendment requires accelerated turn-around, please indicate “Rotating/Time Limited Student” as the amendment title.

The IACUC will process amendments adding rotating/time limited students on a priority basis and will not delay approval of the student even if there are other individuals in the laboratory who are not current on their training requirements. Once the rotating/time limited student has fulfilled all training requirements the IACUC will approve the student to work on the application regardless of the status of the other personnel listed on the protocol.