In order to provide better service to our Principal Investigators, research staff, and administrative managers, the Office of Animal Care and Use (OACU) has compiled this informational memo. Please feel free to contact the OACU staff if you have any questions about any items in this memo.

Addition of Time Limited/Rotating Students to IACUC Protocols

OACU’s policy for approval of amendments requires that all individuals listed on an IACUC protocol be current with all necessary training requirements before the amendment can be approved. This requirement is in place for all amendments, regardless of the items being added via the amendment. This policy seems to be problematic when PI’s submit amendments to add rotating or time limited students to their protocols. Because it is essential that all personnel who work with animals be listed on an IACUC protocol, regardless of the length of time that they will be in the laboratory, OACU has instituted a new policy to facilitate the process of adding time limited/rotating students to the protocol while still ensuring compliance with all regulations.

Please note that a new role of “Rotating/Time Limited Student” has been added to ACAP. When submitting an amendment to add a rotating/time limited student, please ensure that this new role is entered for the individual in ACAP, along with any roles the individual will perform on the protocol. (i.e. Animal Handler, Official Contact, Animal Ordering, etc.) Please follow up the amendment submission with an email to iacuc@email.unc.edu indicating that you have submitted an amendment which includes a rotating/time limited student. Additionally, please ensure that the time limited student has completed all necessary training requirements.

IACUC will process amendments adding rotating/time limited students on a priority basis and will not delay approval for these amendments if there are other individuals in the laboratory who are not current with all training requirements. Instead, the IACUC will focus only on the training requirements for the rotating/time limited student.