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

**ACAP ADMINISTRATION**

**New Investigators and Research Personnel**

OACU personnel are available to assist you and to answer questions about the application and amendment submission, review, approval, and renewal process. You may also consult with OACU personnel regarding preparation of your Animal Care Application (ACAP). Please do not hesitate to contact the office at 966-5569 if you have any application related questions. We will direct you to the correct individual if our office is unable to answer your questions.

**ACAP Items**

OACU staff has begun working with ACAP programmers to make improvements to ACAP and to address many of the issues research personnel have raised over the past three years. Please continue to inform us of issues you have with the content of ACAP and we will implement changes as soon as we have the capability. We will continue to keep you informed of any changes being made to ACAP via informational memos.

1. **Copying or making a template of an existing application**

ACAP will allow you to create a new/continuation application using an existing protocol and all of its approved amendments as a template. If you wish to make a copy of the entire application, go to the Application Management screen, click on the Approved tab and click on the “Create a new/continuation application from this submission” link next to the PDF logo. Then, complete the next screen and click the “Generate a Copy” button. The copy is now available for editing in the Application Management screen, under the Unsubmitted tab.
2. Changes to Addendum 3.0 of ACAP (Scientific Justification for Animal Species)

The continuing need for live animal training is scrutinized by the federal regulatory agencies that oversee animal usage because this type of activity is a prime target of groups that are opposed to animal experimentation. For this reason, a new question has been added to Addendum 3.0 of ACAP that states, “Will animals covered under this application be used for a specific training course or for teaching of students, residents, medical students or local physicians?” If the answer is yes, a follow up question will appear in ACAP that states, “If yes, please provide scientific justification for the use of live animals instead of alternatives to animal use such as simulators and/or cadavers.”

3. Changes to Addendum 11 of ACAP (Treatment of Live Animals with Chemical, Pharmacological, Toxicological, Biological or Radioactive Agents)

This addendum has been renumbered to Section 11.1 in ACAP.

4. Creation of Addendum 11.2 (Treatment of Live Animals with Non-Pharmaceutical Grade Compounds)

Recent guidance from the Office of Laboratory Animal Welfare (OLAW) indicates that the use of non-pharmaceutical grade agents is permissible with acceptable scientific rationale. In keeping with this guidance from OLAW, a new addendum has been created requesting information on the use of non-pharmaceutical grade agents for analgesia, anesthesia or euthanasia.

For more information on the OLAW guidance, please see FAQ F.4. at the following URL: http://grants.nih.gov/grants/olaw/faqs.htm#f4

5. “Compare With” Feature

ACAP now has a feature that allows you to compare the most recent continuation of a protocol with its previous version. On the “Application Administration” screen in ACAP, a new link appears that states “Compare with”. By clicking on this link, ACAP will allow you to view the differences between these two protocol submissions. Additions to the most recent continuation of the protocol will appear highlighted in green and deletions will appear in red with a strike through line. This feature is available to research personnel completing the application as well as to IACUC application reviewers.

OACU Staff Changes

As some of you may know, Connie Engle recently retired from OACU. We have hired Emily Hearne, a new Training and Compliance Coordinator. Emily is very experienced with several
species of animals and has extensive training qualifications. We hope that you will find her to be an asset to the OACU staff.

Additionally, Russell Hermans has been hired to assist with the Grant application and ACAP congruency program. Russell has worked previously as a research technician in a laboratory at UNC and brings very valuable skills to OACU.

Grant and ACAP Submission and Renewal Schedules

We previously advised you of a new program beginning at UNC-Chapel Hill requiring NIH grant applications be reviewed for congruency with the corresponding ACAP application(s). Currently, OACU is reviewing all NIH grant applications for which the status in RAMSeS is “Just in Time Request Approved.” Once the status of a grant application has been changed to “Just in Time Request Approved”, an email is automatically generated from RAMSeS and is sent to Michelle Denning, the IACUC Manager and Grants Specialist. Michelle and Russell will be reviewing each NIH grant application with the corresponding IACUC protocol to ensure that all of the animal activity described in the NIH grant application has been approved by the IACUC. If Michelle or Russell discover discrepancies between the grant application and the corresponding IACUC protocol, they will contact you to obtain additional information to resolve the discrepancies.

In order to expedite the congruency review, please review your grant application and IACUC protocol to ensure that you have received IACUC review and approval of all animal activity outlined in your NIH application no later than receipt of your “Just in Time” notification.

Michelle and Russell will continue to develop the grant congruency program and will be speaking with faculty to seek guidance and feedback on the particulars of the program. OACU has plans to widely publicize the details of the new program and to hold meetings to allow for discussion with the UNC research community.

Please note that the purpose of this program is to ensure that UNC is adhering to federal regulations and is not intended as a bureaucratic hurdle to obtain funding. Michelle and Russell will be as facilitative as possible in implementing this program while ensuring that the institution is adhering to federal regulations.

In the meantime, should you have any questions about grant and ACAP congruency review, please contact Michelle Denning at 966-5569 or via email at michelle.denning@unc.edu.