**Procedure for Designated Member Review of Protocols submitted to the Institutional Animal Care and Use Committee (IACUC) at the Illinois Institute of Technology**

There are two approved mechanisms for the review of IACUC protocols: 1) Review by the full IACUC at a convened meeting or 2) Designated Member Review (DMR). The majority of the protocols submitted to the Institutional Animal Care and Use Committee may be reviewed through the by DMR. This document outlines the steps in the DMR procedure.

The investigator submits a complete protocol form available on the IACUC web page. This is submitted to the IACUC administrator.

1) Veterinary pre-review. All protocols, including renewals, require review by the attending veterinarian. The IACUC administrator will send the protocol to the veterinarian for review. Any feedback from the veterinarian is communicated to the investigator who can revise the protocol accordingly, if necessary.

2) Once the revised protocol is ready for review, it is then circulated by the IACUC Administrator via email to the full IACUC to provide an opportunity for members to request a full committee review. The IACUC will have a one week waiting period in which to respond.

3)  If no-one requests full committee review, the chair designates an IACUC committee member, which may include the chair, to do a review by DMR.

4) The chair will inform the IACUC administrator of the outcome of the review.  Note that it is not possible to outright reject a protocol by DMR. Minor concerns noted during the DMR can be communicated to the investigator and addressed in a revised protocol. Major concerns identified by the Designated Member Reviewer will require the protocol to go to full IACUC review.

5) The IACUC Administrator sends an approval letter to the investigator.