**Expedited review procedures for minor protocol changes**

### **Guidelines for Reporting Modifications to Protocols**

Any modifications (major or minor) to a protocol previously approved by the Institutional Animal Care and Use Committee (IACUC) must be reported to, reviewed by, and approved by the IACUC. Proposed modifications must align with the objectives, purpose, or aims stated in the original approved protocol. If the proposed modifications do not align with the original approved protocol, then the IACUC will require a new protocol.

### **Background**

The IACUC must review and approve all research study proposals (protocols) involving live vertebrate animals in compliance with PHS Policy on Humane Care and Use of Laboratory Animals (PHS Policy II) and the Animal Welfare Act Regulations (AWAR §1.1 and §2.31). Principal investigators wanting to make any changes to an IACUC approved protocol must obtain IACUC approval in compliance with PHS Policy (IV, B, 7) and the AWAR (§2.31, c, 7).

**Minor Modification**

The IACUC interprets “minor” changes to an animal study protocol as those that do not have a substantial impact on the health and well-being of research animals or that may decrease the potential for pain or distress (i.e. a refinement). Only the following changes are considered “minor” by the IACUC and requires only the IACUC Chair’s or designee’s approval:

* Addition or deletion of personnel, other than the principal investigator.
* Transfer of animals to another protocol where animals (same stock/strain) are already approved in that study.
* Adding or changing the location where animal procedures are conducted.
* Euthanasia procedures (from one AVMA approved method to another only).
* Addition of animals (increases of 10% or less than the number approved in the original approved protocol).

(“Guide for the Care and Use of laboratory Animals”, 8th edition, page 26, “Protocol Review”).

**Procedure**

Personnel changes should be reported on the **“New Personnel Form for Active Protocols”** and sent to[**IACUC@iit.edu**](mailto:IACUC@iit.edu)**.** Any other minor changes should be described in an email to [**IACUC@iit.edu**](mailto:IACUC@iit.edu)**.** These items will be reviewed by the IACUC chair or designee and approved if appropriate for expedited review. If the changes are deemed to not be minor, the principal investigator will be asked to submit a new protocol.