Institutional Animal Care and Use Committee (IACUC)

Procedure for Requesting Modifications to IACUC-Approved Protocols

Principal investigators/instructors may request either minor or major modifications to IACUC-approved research and instructional protocols:

1. **Minor modifications:** These are requests for minor changes to an IACUC-approved protocol, such as changes in title, funding source, or personnel (exclusive of project director), a procedural change deemed minor by the IACUC Chair, or additional animals that are ≤ 10% of the original number approved. These requests can be reviewed and approved by the IACUC Chair outside a convened IACUC meeting. Such approvals are reported to the IACUC at a subsequent meeting.

2. **Major modifications:** These are requests for changes that do not qualify as a minor modification. These may include, but are not limited to, requests for: additional animals > 10% of the original number approved; changes in surgical techniques; changes in project director; changes in experimental design; addition of, or change in, species; changes in disposition of animals at the end of the project; or changes that impact personnel safety. These requests must be reviewed by the IACUC at a convened meeting.

Significant changes in study objectives and/or design require submission of a new application to the IACUC.

The IACUC limits the number of modifications that may be requested for a single protocol to two minor modifications OR one major modification. Principal investigators/instructors who want to modify an approved protocol but who have reached the modification limit for that protocol must submit a NEW application to the IACUC for review. Modifications submitted that exceed the limit for a protocol will be returned to requestor with a request to submit a new application.

To submit proposed modifications to the IACUC for review

Principal investigators/instructors should send a written request containing the following:

- The IACUC protocol number (see IACUC approval letter),
- A brief description of the activity currently approved, including the number of animals involved,
- A description of the proposed changes, including, where applicable, new/revised procedures, additional animals, the method of euthanasia, and disposal of euthanized animals,
- Whether the change requires a change in the pain and distress category for the project (see the IACUC application on the web at [http://unh.edu/research/forms/compliance-safety/animal-care-use](http://unh.edu/research/forms/compliance-safety/animal-care-use)), and
- The rationale for the change.
Requests must be submitted to the Director of Research Integrity Services (RIS). Upon receipt, the RIS director will determine the modification category; where necessary, the RIS Director will consult with the IACUC Veterinarian and/or IACUC Chair. The RIS Director will forward modification requests deemed minor to the IACUC Chair for review, or will add those determined to be major to the agenda for review at the next scheduled IACUC meeting (schedule posted on the IACUC's website at http://unh.edu/research/iacuc-meeting-schedule).

For more information, contact Julie Simpson at 603/862-2003 or Dean Elder at 603/862-4629.