

PI Checklist for Animal Subjects Review Form

General:

- Did you use the newest version of the Animal Subjects Review Form?
- Did you spell out all acronyms the first time they were used?
- Did you verify the spelling of all drugs used?
- Did you include a copy of any referenced Standard Operating Procedures (SOP's), existing protocols, and/or permits?
- Did you omit all irrelevant information when using a previous protocol file to create a new Animal Subjects Review Form?

All Protocols:

- Did you check Yes or No to Public Health Service funding source?
- #2- Did you clarify animal numbers as "per year" or "project total"?
- #2 and #7- Did you make sure animal numbers in these two sections agree?
- #2- Did you name the commercial sources?
- #2- Did you provide the specific housing facility?
- #4 - Did you list all individuals involved in study by their names (if known)?
- #7- Did you address how the animal numbers were determined and/or justify these numbers?
- #7- Could the study design be presented more clearly using a table?
- #7 and #11- Did you, if applicable, include the route of administration and/or dosage for all drugs used?
- #7- Did you, if applicable, include the technique, location, and/or volume of blood drawn?
- #7- Did you, if applicable, provide the method of transportation and/or the method of restraint ?
- #8.B.3. - Did you specify reduction, replacement, and/or refinement as they pertain to this study?
- #10 and #11- Did you, if not applicable, put None or N/A?
- #12 – Did you include, if applicable, copies of permits?
- #13 – Did you include, if applicable, the Biological Use Authorization (BUA) number or indicate that it is pending?
- #14 - Did you address method of carcass disposal and/or the location in the event that euthanasia becomes necessary?
- #15 - Did you indicate the method of euthanasia should it become necessary?

Teaching Protocols:

- #7- Did you include, if applicable, the number of students per animal, the number of animals per lab, and the number of labs per year?