

General Policies

1. **Animal Care and Use Forms** do NOT need to be submitted at grant sign-off ([see grant submission instructions](#)). PHS and several other agencies have a "Just In Time" policy that accepts verification of approval after the grant award but before funds will be released. It is up to the PI to determine when the verification is needed and to submit forms at least 60 days before that date. Some agencies still require a "pending" letter. The UCAR office cannot provide this letter until forms have been submitted.

Office hours are 7:30 A.M. to 4:00 P.M. Exceptions are posted on the door, if necessary. The location of the Office is G-6708.

2. **The principal investigator must notify the UCAR Office to activate a protocol** ([see activation instructions](#)). If the protocol information has not been entered into the computer system, you will not be able to order animals from the Vivarium Ordering Office.
3. **Modifications (old forms)**: It is important that all modifications to animal protocols be reviewed and approved prior to beginning the modification. Before students or faculty join a laboratory and begin to work on an approved protocol, they must complete the "[Animal Resource Orientation Certification Program](#)" and be enrolled in the Occupational Health Program, if necessary. The PI must submit a modification to add the person to the protocol.

Procedures for modifying Animal Use Protocols - Beginning March 10, 2008 modifications to protocols (other than adding staff) will be done differently. Rather than describing the modification on the modification form, you will be required to modify the most recent version of the protocol and submit the entire protocol for review of the changes. The procedure will be as follows:

1. Modify the protocol to include all changes you wish to make. Make sure those changes (and only those changes) are in RED type. Make sure all the relevant sections are addressed (see guidelines below).
2. Send an email to UCAR@urmc.rochester.edu with a brief description of the modification and the reason(s) for it. Attach the modified protocol as a MS Word file.
3. The actual review process will be similar to what it is now, and should not take any longer. Furthermore, if there are no questions, the protocol, as submitted, will be approved, and you will not have to submit any additional documents.
4. If there are questions or changes are requested, you will be asked to incorporate them into the protocol (in RED) and email the updated protocol to UCAR.

Modifying Topaz (on-line) Protocols

REMEMBER - “AMEND A PROTOCOL” (Submit a Modification) OPTION CAN NOT BE USED UNTIL THE PROTOCOL IS FIRST SUBMITTED AS A “CREATE ORIGINAL REQUEST” AND APPROVED IN THE TOPAZ SYSTEM ON THE CURRENT VERSION OF THE ANIMAL CARE AND USE FORM.

1. From My Dashboard, click on the My Dashboard link in the upper left-hand corner and choose Protocols for Animals.
2. Click the *Amend and Renew Protocols*.
3. Select **Amend a Protocol**.
4. Select the protocol to be amended.
5. Choose appropriate Amendment form.
6. Amend the protocol as needed – include your intention and justification in the Amendment section. Remember to refer to all the items in other sections that are being modified.
7. Click **Save**.
8. To submit the request, click the *Submit Protocol* icon. You will receive a pop-up notification stating that your protocol request has been submitted.

4. Renewing a Protocol in TOPAZ (36 Month Review)

REMEMBER IF THE PROTOCOL YOU ARE RENEWING (Submitting 36 Month Review) IS NOT ON THE NEW FORM, YOU MUST FIRST “CREATE AN ORIGINAL REQUEST” IN THE TOPAZ SYSTEM.

NOTE: RENEW A PROTOCOL OPTION IS NOT AVAILABLE FOR 36 MONTH REVIEWS, UNTIL EACH PROTOCOL HAS BEEN SUBMITTED AND APPROVED ON THE CURRENT VERSION OF THE ANIMAL CARE AND USE FORM IN TOPAZ.

1. From My Dashboard, click on the My Dashboard link in the upper left-hand corner and choose Protocols for Animals.
2. Click the *Amend and Renew Protocols*.
3. Select **Renew a Protocol**.
4. Select the protocol to be renewed.
5. Choose appropriate Renewal form. [Note: When using this form, Animal Usage may reset to Zero after approval – depending on your System Settings.]
6. Complete the Renewal. Remember to refer to items in other sections if amending/modifying any fields.
7. Click **Save**.
8. To submit the request, click the *Submit Protocol* icon. You will receive a pop-up notification stating that your protocol request has been submitted.

Please call the UCAR Office at extension 5-1693, if you have any questions about animals protocols.

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