



Harvard Medical Area (HMA) Standing Committee on Animals – *“Established in 1907”*
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INSTRUCTIONS FOR ADDING A NEW GRANT TO AN APPROVED PROTOCOL

According to PHS Policy on Humane Care and Use of Laboratory Animals, the information in your protocol must **specifically** correspond to the information outlined in any grant application citing this protocol in these **five** areas.

1. Identification of the species and the approximate number of animals to be used
2. Rationale for involving animals and for the appropriateness of the species and numbers used
3. A complete description of the proposed use of animals
4. A description of the procedures designed to assure that discomfort and injury to animals will be limited to that which is unavoidable in the conduct of scientifically valuable research, and that analgesia, anesthetic and tranquilizing drugs will be used where indicated and appropriate to minimize discomfort and pain to animals
5. A description of any euthanasia method to be used

Prior to the addition of a newly submitted or funded grant to an approved protocol, you must review the grant to ensure that all procedures and species mentioned in the new grant have already been approved by the HMA IACUC (are included in your approved protocol).

Then, submit the following completed documents to the IACUC Office (contact info above):

- New Grant IACUC Template
(http://www.hms.harvard.edu/orsp/doc/NEW_Grant_IACUC_template.doc)
- Signed ‘Assurance’ page
(http://www.hms.harvard.edu/orsp/doc/AEP_Assurance_page_2.doc)
- The ‘Methods’ and ‘Vertebrate’ (or applicable) sections of the new grant

The IACUC Office will conduct a comparison of the new grant to the approved protocol for congruency in the five areas noted above. If it is apparent that no new procedures or species are being added or changed, the grant will be added administratively through the office.

However, if there are differences between the grant and the protocol, you will be required to amend your protocol to incorporate any changes that the new grant imposes on the protocol.

If any procedures listed on the grant are being performed by a collaborator, you must provide our office with a copy of the collaborator’s protocol and the associated IACUC approval letter.

[NB: all animal procedures supported by federal funds must take place at an “assured” facility; i.e. registered with OLAW with an OLAW Assurance Number]

Thank you for your cooperation!