UNIVERSITY OF CENTRAL OKLAHOMA
INSTITUTIONAL ANIMAL CARE & USE COMMITTEE

INSTRUCTIONS FOR COMPLETING
THE UCO IACUC APPLICATION

Purpose: The purpose of the UCO Institutional Animal Care & Use Committee (IACUC) is to ensure that the rights and welfare of vertebrate animals utilized in research are properly protected.

Procedure: The following steps will assist you in completing an IACUC application:

1. Read through the "Application for Use of Animals in Research and Instruction."

2. Complete the application with a response to each question, even if your response is "not applicable (n/a)." The application may be fully completed online, saved, and then a hardcopy printed for signatures and submission.

3. All PIs should sign the application at the spots noted next to their names.

4. Obtain the required authorization signatures at the end of the application at the spots noted next to their names.

5. Submit one hard copy of the application with signatures to the Office of Research Integrity & Compliance (ORIC) NUC 341, Campus Box 132. Submit by e-mail one electronic IACUC application (as an attachment to e-mail in Microsoft Word format) to iacuc@uco.edu. Please note your application will not be processed until the original application with all required signatures is received.

6. You may not proceed with your research until written approval has been given by the UCO Institutional Animal Care & Use Committee.

7. Application is required to be reviewed every three years.

8. Should you have any questions or problems, e-mail iacuc@uco.edu or contact the Office of Research Integrity & Compliance at 405-974-5479.

5/16/2013