


Institutional Animal Care & Use Program		
Title: Designated Member Review		
Policy#: IACP 006	Date in Effect: 12/14/07	
Rev #: 01	Rev Date: 02/14/14	
In Effect <input checked="" type="checkbox"/>	Rescinded <input type="checkbox"/>	Date Rescinded:

A) RESPONSIBILITIES

It is the responsibility of all IACUC members and investigators using animals in research or teaching at UTSA to abide by this policy.

B) APPLICATION

The Designated Member Review (DMR) process, as defined below, is limited to circumstances which require a short review time frame. The PI must provide an explanation of the need for Designated Member Review at the time of submission of the request.

C) DEFINITIONS

- 1) Designated Member Review (DMR) process: Process by which protocols or amendments may be reviewed at times other than the regularly scheduled monthly meetings of the IACUC, and by as few as one IACUC member, designated for this specific task by the IACUC Chairman.
- 2) Application: The term applies to either protocols or amendments.

D) PROCEDURES

- 1) A principal investigator (PI) shall submit (via e-mail) an appropriately completed IACUC protocol application or amendment form and a request for Designated Member Review (DMR) to the IACUC office. The request must contain the justification for conducting the review via this process.
- 2) The IACUC office will forward the request and the completed IACUC form to the IACUC membership.
- 3) Each IACUC member will receive the IACUC protocol application or amendment form, the request for expedited review, and any other necessary information concerning the proposed research project for their consideration of an expedited review. Each IACUC member will have an opportunity to call for a Full Committee review of the application rather than the Designated Member Review.

- 4) IACUC members will have 96 hours from the time the application is sent out in which to reply to the IACUC office. If any IACUC member does not respond within that time, that lack of response will be considered as that member's agreement to exercise the Designated Member Review process. Records of the polling will be filed within the appropriate protocol file. If any IACUC member calls for a Full Committee Review (FCR), the Designated Member Review process will not be exercised, and the protocol application will be placed on the Agenda for the next IACUC meeting for which the agenda is still open. The IACUC office will notify the investigator of the IACUC's decision only if a Designated Member Review will not occur.
- 5) Decisions by each IACUC member to support Designated Member Review or to call the application to Full Committee Review are submitted via e-mail to the IACUC office without copy or blind copies to anyone else. This maintains strict confidentiality of the member's decision while avoiding any possible intimidation in such decision.
- 6) In the event that polling supports the Designated Member Review, the IACUC office will initiate the DMR process. A subcommittee consisting of at least one primary reviewer and possibly the University Veterinarian or designee, will be authorized to review, approve, require modifications or request Full Committee Review of the submitted application or amendment. Subcommittee communications between members or with the PI shall be copied to the IACUC office.
- 7) If the designated members cannot fully agree with the contents of the protocol or amendment, they may, at any time during the DMR process, request Full Committee Review.
- 8) Once the DMR process is complete, the primary reviewer will notify the IACUC office of the review decision and any recommendations and will return all the documentation to the IACUC office. The IACUC office will notify the investigator of the Designated Reviewer's decision and any recommendations for corrections or questions to be answered. Once all requested revisions have been made by the PI, the DMR(s) will re-review the application for approval.

- 9) The IACUC will be notified of the results of the DMR at the next IACUC meeting.