Teaching Protocol Submission

This form is for use when interactions are indirect (observational) or momentary and risk to the animals, the people, and the environment is minimal.

If your class involves other uses of animals (e.g. trapping when the trappers are not present, surgery, holding the animals for more than 20 minutes, etc.), then you should not use this application form. There may be an appropriate form in the future, but for now, the standard IACUC application (link) should be used.

You will need to submit three paper copies of the application to OARS (original signed application and two copies).

The completed forms must be submitted by email attachment to: animalcare@muohio.edu

The information below will be useful for providing the animal care and use committee with the required information to approve your protocol.

Section A. Personnel (01)

The Primary Contact person is usually a faculty member that teaches the course on a regular basis and is responsible for adherence to the approved protocol and for seeking approval of modifications to the approved protocol. Occasionally a course will be taught by multiple faculty members on a rotating basis. In these cases, department chair’s, at their discretion, may be listed as the responsible party.

Other personnel must include anyone who be interacting with animals in the absence of an approved, trained supervisor. In other words, when interacting with animals under this protocol, someone who has completed training and is listed in the protocol file must be present. New personnel can be listed later by submitting a simple protocol modification form.

"Other Personnel" must be provided with a copy of the approved protocol or access to the information to be aware of the obligations entailed in the protocol and for reference should questions arise.

Section B. Course information (02)
For what course or courses will this protocol be applied? Occasionally the same procedures will be used in more than one course and it might be appropriate and expedient to include provisions for all courses in one protocol. For example, separate field expedition courses to coral reef habitat surrounding Puerto Rico and to coral reef habitat in the Sea of Cortez, Baja will have many common considerations (e.g. tiger sharks). However, instructors would need to address differences in the presence of threatened species (gray whale), species threatening to humans, pathogens and other potential characteristics relevant to these locations.

Section C. Animal Use Assurance Statement (03)

Please read this section carefully. This is the primary contact's assurance that the protocol will be followed. Unapproved deviation from the approved protocol could result in Miami being in a state of non-compliance with federal regulations and our commitments. Violations will initiate an investigation which may necessitate a report to federal regulators (Office of Laboratory Animal Welfare and/or USDA) and effect present and future federal funding of research at Miami.

The department chair (or in some cases program director) must be aware of potential animal interaction, thus a signature from the appropriate authority is required.

When answering the questions below, it would be wise to read all of the sub-questions in each section before starting the section. You may answer a question before it is asked only to have to repeat yourself.

Section D. Course Information (04)

1. Justify the use of animals. Can the course objectives be met without their use? If the protocol is to be applied to more than one course, the differences between the classes should be addressed in the responses below.

2. Is there some other method that could be used (replacement)? Do you need to use as many animals as you propose and in the number you propose in this application (refinement, reduction)?

3. Consider the schematic below. The IACUC will be reviewing your application based on the differences between these types of teaching situations. For example, for a strictly observational use of animals from a distance in a vivarium setting, the IACUC would be less concerned than in a field situation about the potential disturbance the presence of humans would have on the lives of the animals since the close proximity of humans is a part of their normal existence. Similarly, manual capture of a salamander from beneath a log would entail different risks to the animal than would capturing an animal using a trapping device like mist nets for bats. Ultimately, your situation will dictate what you should consider in Sections E and F of the application.
Section E. Handling of Animals (05)

If the protocol is to be applied to more than one course, the differences between the classes should be addressed in the responses.

1. The regulations require some indication of the species that will or could be involved. In particular, the IACUC is interested in minimizing impacts on threatened or endangered species or their habitat. There also must be consideration of the risks to both the animals and to the humans present. Identified risks should be addressed as appropriate below. For example, when mist-netting for birds at dusk in many places, it is likely that bats will be captured which would pose a rabies risk to the humans present. Thus, precautions would be described in the subsequent questions on the application to address this likelihood (e.g. only vaccinated persons will hold or extricate bats from nets).

2. Answers to these sub questions will provide information regarding the risks identified above. Holding /restraint devices are implements that would aid in your instruction and minimize risk to the animals and to the people present. For example, amphibians could be placed in a small glass or clear plastic container for closer observation by students. Use of such devices would be appropriate when people are not well trained in manual restraint of animals and there is some value in "passing the animal around." Such devices would also lower the probability of transferring pathogens among individual animals and among sites if the containers are rinsed adequately between uses.

3. A literature review is required for this type of application. Each of the three listed concerns should be addressed in some fashion. Provide a list of the search engines used for the literature review. Provide the search keyword list as well as the combinations submitted to the search engines. This can be done using screen capture utilities or by summary. The text entry in this section should summarize the results of the searches as they relate to your proposed use of animals. More in formation about literature reviews can be found at: Link

4. The answer to this question assures the IACUC that the persons handling the animals are either of adequate experience or that persons with adequate experience (and listed on the protocol document) will be present to supervise while the animals are being handled.

5. If an animal is injured during capture, the instructors must be prepared to respond to the situation. If an animal is severely injured, is suffering, and will not recover, the methods to be used for euthanasia must be described.

Section F. Observation of Animals from a Distance (06).
If the protocol is to be applied to more than one course, the differences between the classes should be addressed in the responses.

1 & 2. Animals in the wild may not be accustomed to the presence of humans, therefore their presence could result in distress. Consider a nesting bird being hampered from returning to its nest to tend to its young or disturbance of a troop of monkeys while feeding resulting in a nutritional deficit. The IACUC should be assured that the instructor is aware of the potential consequences of the classes activities and that the members of the class have also been made aware.

3. If you completed Question E.1 above and all the species with which interaction may occur have been addressed, you may indicate so in this space (e.g. "all species are included in Section E, Q 1). If Section E was not completed (there will be no direct contact with animals), the regulations require some indication of the species that will or could be involved. In particular, the IACUC is interested in minimizing impacts on threatened or endangered species or their habitat. There also must be consideration of the risks to both the animals and to the humans present. Identified risks (F. 4) should be addressed as appropriate in Q.F.5. For example, a group of students touring a tropical rainforest represents a potential risk to the animals (and plants and all life) in the forest by transport of pathogens from one site to another. The presence and potential density of venomous snakes at a location could present a risk to humans present that needs to be addressed (F.5)

4. If you completed Question E.1 above and you believe the literature search for handling animals covers the observational techniques you will be using, you may indicate so in this space. If Section E was not completed, a literature review is required for this type of application. Each of the three listed concerns should be addressed in some fashion. Provide the search keyword list as well as the combinations submitted to the search engines and list the search engines to which these keywords were submitted. This can be done using screen capture utilities or by summary. The text entry in this section should summarize the results of the searches as they relate to your proposed use of animals. More in formation about literature reviews can be found at: Link

5. Address the precautions to be taken to minimize identified risks, e.g. students will be made aware of risks to them, transport of pathogens or exotic species will be avoided by use of appropriate means (provide some details), a minimum distance between the observed animals and the humans will be maintained for animal as well as human safety. Address as appropriate for your circumstances.

Section G (07): Supplemental Materials

Provide a course description or syllabus and any other supporting materials (e.g. a lesson plan) that would aid the IACUC in their review.

Please contact The Office for the Advancement of Research and Scholarship if you have questions about this web site:
513-529-3600 or email: responsibleresearch@muohio.edu

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