



**THE UNIVERSITY OF TOLEDO
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE**

SUBJECT: Institutional Animal Care and Use Committee (IACUC) Protocol Pre-Review
Standard Operating Procedure

DATE: March 20, 2024

This document provides the approved practice and procedures for pre-review of animal care and use protocol proposals by The University of Toledo. The focus of this pre-review is to confirm that the information provided in the IACUC protocol by the Principal Investigator (PI) is correct and complete. The process for the pre-review of protocols shall be as follows.

- After submission through the IRB Manager system, a pre-review of the protocol may be performed by the IACUC Office staff and Attending Veterinarian focusing on the following:
 - administrative issues,
 - identification of sections where inadequate or incomplete information is provided,
 - animal welfare issues (proper endpoints, use of anesthesia and analgesia, etc.),
 - clarity in procedures being conducted.
- Upon completion of the pre-review, all comments are sent to the PI for revision through the IRB Manager system.
- The revised protocols will be reviewed by the committee via Full Committee Review (FCR) or Designated Member Review (DMR).