

Universidad Central del Caribe

## MODIFICATION REQUEST FORM

Institutional Animal Care and Use Committee (IACUC)

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## MODIFICATION REQUEST FORM

### Instructions for filling out this form

- This form is required to request changes to an approved IACUC protocol.
- Any changes requested cannot be implemented prior to the IACUC's review and approval.
- *This form must be submitted via email to [zilka.rios@uccaribe.edu](mailto:zilka.rios@uccaribe.edu) or [betzaida.torres@uccaribe.edu](mailto:betzaida.torres@uccaribe.edu).* Other modification requests will be sent to the Committee for review. The IACUC can request at any time that a new protocol be submitted if they determine that **too many modifications have been made to the original protocol application making it unclear.**
- A new protocol application must be submitted to incorporate the following changes:
  - Changing the species used
  - Adding procedures that do not logically relate to the specific aims of the original protocol
  - A proposed major change in the scientific aims of the original protocol application
  - Switching from non-survival to a survival surgery
  - Switching from single to multiple major survival surgeries (major surgery opens a body cavity)
  - Method of Euthanasia

When submitting a new protocol application for any of the above mentioned changes, please reference your current IACUC protocol number and explain the changes you have added. This will assist the IACUC administrative staff in increasing the efficiency of your protocol review.

- **Requesting more than a 25% increase in animals can be submitted for review;** however, the IACUC requires that in most cases, requests above 25% will require a new protocol application. This 25% will be for time for approval of the original protocol application.
- The electronic form of this application is available at [http://www.uccaribe.edu/research/?page\\_id=3576](http://www.uccaribe.edu/research/?page_id=3576) and has to be submitted via e-mail at least two months before our scheduled meetings of IACUC. IACUC approval needs to be obtained prior to beginning the research project. Hardcopy applications will not be processed.
- If you have any questions regarding this form, please contact Prof. Zilka Rios, President of IACUC office, at (787) 799-3001 extension 2082.

## MODIFICATION REQUEST FORM



= Comments




= Attachments


A. Protocol Information		
1	Principal Investigator	
	Principal Investigator #2 (if applicable)	
2	Approved Protocol Number	
3	Protocol Title	
4	Phone Number	
5	E-mail Address	


B. Modification Information (only complete sections which apply to the changes you are requesting)				
6	Addition or deletion of an investigator		YES	NO
	Name	Position title	E-mail	Phone #
				Add or delete
Indicate if the person is listed on an animal protocol from a Universidad Central del Caribe or an Institution other than the Universidad Central del Caribe.				
If any of the personnel added to this protocol are listed on animal protocols outside the Universidad Central del Caribe, please indicate the University or Institute for each person. The purpose of this question is to identify individuals who travel between different animal facilities and, therefore, may provide for potential cross-trafficking of infectious organisms.				


C. Protocol Title Change or Additional Protocol Title		YES	NO
If you require an additional title, you must complete Application for Protocol Approval Involving Laboratory Animal Use Form			
7	Previous title		
8	New title to replace the previous title		
9	Please state why these changes are requested		

D. Anesthetic/Analgesic Changes		YES	NO
See: Recommendations for Aseptic Technique, Anesthesia, Analgesia and Post-Operative Care for Rodent Surgery			
			
	Proposed Anesthetic	Dose (mg/kg)	Route
10	Please explain why you are adding/changing the anesthetic/analgesic.		
11	Please indicate how you will monitor the effectiveness of the anesthetic/analgesic <i>and</i> identify the person in charge of monitoring.		




E. Change in Euthanasia		YES	NO
12	Previous Method of Euthanasia		
13	Proposed Method of Euthanasia		
Is this method by <i>approved euthanasia methods AVMA Guidelines 2020 edition</i> ? For more information, please visit: <a href="https://www.avma.org/sites/default/files/2020-01/2020-Euthanasia-Final-1-17-20.pdf">https://www.avma.org/sites/default/files/2020-01/2020-Euthanasia-Final-1-17-20.pdf</a>			
14	Please explain why this change is necessary.		

F. Changes in Surgical Procedure (s) or Additional Surgical Procedure (s) Requested			
		YES	NO
15	Please describe the change in surgical procedure or additional surgical procedure		
16	Why is this change needed?		
17	Will this change require additional animals? 	YES	NO
18	Will anesthetics/analgesics be given? If yes, section D must be completed	YES	NO
19	Please describe any expected and/or potential complications. Your answer must include the frequency of these complications and how you will address them.		

G. Requesting an Increase in Animal Numbers		YES	NO
Strain	Number of Additional Animals Requested 	% Increase from the original protocol	


20	Please explain the need for additional animals and offer statistical justification when appropriate. The IACUC generally requires that <b>increases above 25% require a new protocol application</b> ; however, all requests will be reviewed.

H. A Non-Surgical Procedure		YES	NO
21	Please describe the change or additional procedure.		
Please provide justification (s).			

I. Changes in Animal Strain		YES	NO
22	Species Used:		
23	Previous Strain Used:		
24	Proposed Strain:		
25	Will this change require additional animals?	YES	NO 
26	Please state why this change is necessary.		

J. Special Housing Requests		YES	NO
27	Please explain in detail your request for special housing considerations.		
28	Why are these changes necessary?		

K. Change in Husbandry Procedures		YES	NO
29	Please explain in detail the changes you are requesting regarding animal husbandry:		
30	Why are these changes necessary?		

L. Modify or Add New Tests or Agents		YES	NO		
The authorization of the corresponding committee representative is previously necessary.					
Please list which drug or agent(s) you wish to add to your protocol:		Dose (kg/mg)	Route	Frequency	Duration of treatment
31	Biological: <i>(administration of nucleotides, human or animal origin cell, body fluids, recombinant DNA, RNA, infectious agents, and other biological hazards to the animals)</i>				
32	Tumor Lines/Body: <i>(administration of any genetically modified tissues, cells, viruses, or vectors into animals)</i>				
33	Radioisotopes or ionizing radiation				
34	Hazardous Chemicals				
35	Antibiotics				
36	Why are these changes requested?				
37	Will this change require additional animals?	YES	NO		
38	Describe any expected or potential complications that may arise as a result of these new tests or agents. You must also describe the frequency for each complication and indicate how you will address each complication when it occurs.				

M. Other Changes that Logically Relate to the Specific Aims of the Original Protocol Application	
	YES NO
39	List other changes that need to be made to the IACUC application that is not addressed above and explain why these changes are needed.
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## N. PRINCIPAL INVESTIGATOR CERTIFICATION.

Your electronic signature response on this protocol form certifies your agreement to the following terms.

- I certify that the methods described here will be used, and the researcher will amend this modification request as needed to reduce animal discomfort and pain when techniques are identified.
- I certify conduct will be in accordance with the PHS Policy, Guide for the Care and Use of Laboratory Animals, DEA regulations, and IACUC Policies. When there is a change in the Animal Regulatory Agency regulations, the IACUC will notify the Principal Investigator so they can request a Protocol Modification to comply with the change if needed.
- I certify that the described animal use **does not duplicate previous or existing studies** or is intended to verify previous research.
- I certify that the description of the research as provided in this application is complete and accurate.
- I certify that I will submit any changes to this description to the IACUC for written IACUC approval prior to implementing any changes.
- I understand non-expired drugs and biomedical supplies will be used.
- I understand that complete animal husbandry and procedural/surgical/testing records will be maintained.
- I understand that in the event that I cannot be contacted, any animal that shows evidence of distress, illness or pain, emergency care, including euthanasia if necessary, will be taken care by the veterinary medical staff.
- I understand the personnel is certified, adequately trained and experienced. All training has a maximum duration of three years.
- I ensure that I will inform any recipient (not listed in section B) of any hazard associated with the use of animal body fluids or tissue derived from the studies described in this protocol.
- I certify all activities undertaken as part of this proposal have been fully described in this application. Only activities listed on approved IACUC protocols will be conducted by the investigator, co-investigator, or staff. The research will be suspended at any time the work fails to comply with the PHS, or IACUC policy. The institution is required to report instances of noncompliance to funding agencies, and the public health service. These reports become a matter of public record through the agency websites.

**I understand absolutely no research may begin or implemented until final IACUC approval is granted.**

Today's Date (mm/dd/yyyy)	mm/dd/yyyy
Signature:	

**MODIFICATION REQUEST  
FOR OFFICIAL USE OF IACUC MEMBERS**

**Your determination does not decide the action of this request.  
This information will be evaluated and presented at the IACUC meeting to make a final  
decision on its approval.**

**Member of IACUC (name):**

**Principal Investigator:**

**# of Protocol:**

**ACTION:**

- Approved: \_\_\_\_\_
- Approved with suggestions (Please, write the suggestions below): \_\_\_\_\_
- More information is required (please, specify what kind of information below): \_\_\_\_\_
- Not approved (Please, specify the reasons below): \_\_\_\_\_



