Check list for PIs- Steps to obtain IACUC approval

- **Pre-approval**
  - Download current Form A for new proposals and major changes to an approved protocol, Form A and Form C for 3 year renewal, and Form B continuing approval and for minor changes to a protocol from: [http://web.calstatela.edu/academic/aa/orad/iacucapplication.php](http://web.calstatela.edu/academic/aa/orad/iacucapplication.php)
  - Submit the appropriate application to the IACUC Coordinator Elia Amaro electronically to iacuc@calstatela.edu and drop off a signed hard copy at GE 314. You may inquire about the expected time frame of the approval process.
  - Respond to reviewer’s questions to the protocol in writing and – if requested – in person at a convened IACUC meeting.
  - If you receive a *Memo to Secure Approval* address all issues raised in the memo and submit an accordingly revised application.

- **After receiving Final Memo of Protocol Approval**
  - Conduct health exam and complete Medical Questionnaire (all personnel on the protocol)
  - Contact the Animal Facilities Supervisor Jenny Arvizu at JArvizu@cslanet.calstatela.edu to arrange animal training consisting of a web based program and in person training (all personnel on the protocol)

- **Post-approval**
  - Begin animal work after completion of Health exam/questionnaire and animal training
  - Report any unexpected findings to the veterinarian Dr. Jeffry Lee at rainforestvet@gmail.com, the animal facilities IACUC and submit appropriate form for protocol changes if needed.
  - Remember to submit protocol continuation or renewal proposal as appropriate no later than 30 days before protocol expiry.