

Investigators create and submit an animal use protocol using the electronic LEO IACUC system. The protocol must be approved for routing by the Primary Investigator, all Co-Investigators, and other personnel listed on the protocol. If the protocol contains surgery or anesthesia, it will then route through the Attending Veterinarian for review of those activities prior to routing to the Office of Research Compliance (ORC) queue. Once received in ORC, the protocol is given a tracking number and assigned to the committee for review. The IACUC meeting dates and submission deadlines are posted on the website.

- Protocols received in the ORC queue are then assigned to either full committee review in a convened meeting or designated member review (DMR).
- The LEO system notifies IACUC members of protocols assigned to full committee review, and gives members a designated time for pre-review of the protocol. Any pre-review comments are forwarded to the research team for response and revision prior to the convened meeting. The committee reviews the protocol during the convened meeting and determines any further revisions that are required.
- The IACUC Chair has discretion to assign protocols for DMR upon submission. If protocols are assigned to DMR by the Chair, LEO notifies the persons assigned to DMR that a protocol has been assigned to them. The rest of the committee is notified by the LEO system and given three working days to call the protocol to full committee review, should any member deem it necessary. Protocols under DMR cannot be approved until this window of recall expires.

The processing time for full committee review ranges from 1 day to 64 days, with the average turnaround time of 23.3 days.