Universal Protocol Template (UPT) Update

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Session Discussion Points

1. How did we determine an UPT is needed?
2. The general goals behind developing a UPT
3. Community Input and FDP Involvement
4. Status Update
5. Next Steps
6. Estimated Timeline
7. Q/A
What made us think an UPT would be useful?

1. Through IAA the idea was imagined based on ~8 years of conversations with IACUC Administrators during portions of BP meetings (*Concepts and Philosophies*)

2. The IAA Project formalized a project in 2016 and formalized partnerships (*Specific goals*)

3. IAA held dedicated sessions to gather info & develop an UPT (2017 – 2018)

4. FDP and IAA partnered to establish a project dedicated to developing an UPT
IACUC Community Input on the UPT

It’s important to reiterate that it’s been a long term team effort!

1. Discussions on the UPT started around 10 years ago at Best Practice Meetings, which formalized during 2017-18 meetings.

2. Continued input from community members including academia, industry, VA, DoD, OLAW and the USDA through FDP.

FDP Working Group
What’s the objectives of the UPT?

1. Tailored to species most commonly used (i.e., mice and rats);

2. Only include information needed by the IACUC to conduct the review;

3. Provide as much information as possible to the PI (use check boxes); and

4. Keep it user friendly for all.
Disclaimer:

- Once the UPT is finalized and made available through the OLAW and IAA website, it can be used as a resource by any interested party.

- The use of the template *will not be mandated* by OLAW or the USDA.
As a reminder, the Starting Point

OLAW Protocol Sample Template

• Which was based on a form used by the intramural NIH investigators

• And then supplemented with information gathered from templates used by many different other institutions

What should the UPT look like?

1. Tailored to species most commonly used (i.e., mice and rats);

2. Only include information needed by the IACUC to conduct the review;

3. Provide as much information as possible to the PI (use check boxes); and

4. Keep it user friendly for all.
1. Requested information must be consistent with regulation and policy

2. Review/consider the question’s primacy
   a. Is the information necessary to robustly review the proposed animal activities?
   b. Is the information related to compliance, but not necessarily the animal activities?
   c. Is the information managed by another agency at the institution (e.g., Vet Care, OHSP)?
3. Consider the wording of each question
   a. Keep it SIMPLE!
   b. Keep it straightforward (no guessing games)
   c. Is every question in the template clearly written from a PI’s prospective
   d. Is the information needed by the IACUC to review the proposed animal activities
   e. And ..... 

4. Is it logically formatted (Break the UPT into logical sections)
   a. Administrative Information
   b. Research Objectives and Animal Use
   c. Live Animal Procedures
   d. Departures
   e. Hazardous Materials Use
5. **Question Reviews**
   a. Regulatory – OLAW and the USDA
   b. VA and DoD
   c. Principal Investigator
   d. IACUC Member

6. **Final Document User Testing**
   a. Researchers
   b. Veterinarians,
   c. IACUC Administrators,
   d. IACUC members, and
   e. Compliance Directors
Status Update

What Progress has been made?

1. A draft template was developed through IAA;
2. The UPT was divided into sections;
3. Sections were provided to subcommittee members for comments; and
4. The comments were collated into a common document, and shared with the working group; and
5. Discussion group meetings have been established.
Next Steps

1. During Zoom meeting(s) the working draft of the UPT will be thoroughly analyzed, discussed and finalized

2. Once the UPT is finalized, it will go through user testing
   a. Researchers
   b. Veterinarians,
   c. IACUC Administrators, and
   d. IACUC members

3. The final UPT will be made available to the community.
Estimated Timeline

Jan – April 2021
UPT Working Group Discussions

April - September 2021
UPT Working Group Discussions
(Procedure Questions)

April - September 2021
User testing and refine the UPT

Dec 2021
Finalize the UPT

May 2021
Ongoing working group discussions

Oct 2021
Finalize the UPT

Dec 2021
Finalize the UPT
Questions/Thoughts