



FORM B / IAEC PROPOSAL GUIDELINES/CHECKLIST

If you are applying for the first time or not fully acquainted with the latest versions of IAEC requirements, these are the guidelines / checklist to help you with the different procedures and documents required when submitting, updating, modifying or renewing your animal based researched projects to the Institutional Animal Ethics Committee (IAEC).

Please submit Form B, Cage space request form and all your queries to ranjithj@srmist.edu.in

- ✓ IAEC (Institutional Animal Ethics Committee) approval for all projects involving the use of laboratory vertebrate animals is a statutory requirement.
- ✓ The IAEC generally meets twice a year to review all new projects, project modifications and project renewal or extension.
- ✓ Modification of IAEC Approved Proposals: any modifications in the number of animals/procedures/ surgeries / animal strains / reagents / lab members to work on the project/ etc. also need to be submitted for approval by the IAEC. In this case: please resubmit your Form B clearly highlighting your project modifications in a **bold** or underlined text
- ✓ IBSC (Biosafety) approval is mandatory for the use of any genetically modified organism, bio-hazardous drugs/reagents or procedures in the animal research projects.
- ✓ You are requested to prepare a PowerPoint presentation of not more than 10 slides containing title of the project, persons involved in the study, background of the study, detailed study plan, details of the animals (species, strain, sex and no. of animals), references and other supporting details.
- ✓ You have to present the PowerPoint to the IAEC on the specified date for the approval of animal study.
- ✓ Once you get your study approved, fill out the Cage space request form (download from the website) and submit the form for allocation of cages in the SPF Animal Facility.

Checklist for New Form B to be submitted to the IAEC:

Please fill out the IAEC- FORM B (Download from the SPF Animal Facility website. Only SAF Form B will be accepted.)

The Form B has the following parts

1. Covering letter (IAEC Submission Letter)
2. Section I
3. Section II
4. Investigator`s declaration
5. Approval certificate

Go through the Form B thoroughly and fill out the details asked in each section.

SECTION I

Section I, Serial no. 3: Breeder details

Fill out the details of the breeder from where you intend to procure the animals. Please note that only animals sourced from the CPCSEA registered vendors will be allowed to house in the SPF Animal Facility.

Section I, Serial no. 6: Commencement of experiment

Mention the date that you are planning to start the experiment. There is a mandatory 10 days quarantine period for the animals brought inside the animal facility.

Section I, Serial no. 7: Type of experiment

Choose the type of experiment you are going to conduct

Please fill out the date, place, signature, name and designation details

SECTION II

Section II, Serial no. 1: Project title

Choose project title with care. Extra mural grants agencies (DBT, DST etc.) require certificates of IAEC approval. For this, the approved proposal title and grant application title must match. IBSC and corresponding IAEC project should also have matching project titles. If more than one grant application is to be based on a single IAEC approved project, include subtitles in IAEC proposal.

Section II, Serial no. 2 and 3: Individuals authorized to conduct procedures

List of lab members who will be working on the project. Only the persons mentioned in the Form B will be allowed to handle the animals and conduct the research. The list can be updated at the next IAEC project review session if required.

Section II, Serial no. 4: Funding source

Clearly mention the funding source of your project and attach relevant documents.

Section II, Serial no. 5: Duration of project

It refers to the animal project duration. Fill the date of commencement and end of experiment. **Please note that IAEC approval is given for one year and you have to apply for extension the next year.**

Section II, Serial no. 6: Study plan

Detailed study plan must be given in newspaper language (layman terms), which can be easily understood by the socially aware non-scientific members of the committee.

NOTE: Use the following parameters for housing conditions

1. Temperature: 22 ± 1 °C
2. Relative humidity: 50 ± 5 %
3. 12 hours light and 12 hours dark cycle
4. Class 100000 clean room environment

Section II, Serial no. 7: Animals required

Filling out the table in its proposed format is a must.

Detail the number of experimental animals required for each study group per year by clearly naming each study group. A brief justification with statistical analysis of how these numbers were obtained will be asked by the IAEC.

Account only for the actual number of animals to be sacrificed/used for the experiments.

Statistical power analysis:

Justifying the required number of animals in experimental groups is a must.

Include power analysis.

Section II, Serial no. 9 & 12: Description of procedure

Justify the necessity of the procedures: must be clearly detailed including measures to ensure that animal pain and welfare are properly assessed and controlled.

List all substances, drugs, chemicals, cells, etc. to be applied on or injected into the animals along with the doses and frequency of administration.

Note: Hazardous substances in the list requires pre-approval from the IBSC

Anesthesia: SAF uses either Isoflurane vapour anesthesia or Ketamine and Xylazine combination.

Section II, Serial no. 13: Method of disposal

Euthanasia – Cervical dislocation, CO₂ gas euthanasia is generally followed

Method of carcass disposal – Through approved biomedical waste disposal agency

Section II, Serial no. 14: Transportation

Give details about the method of transportation from the vendor to the SAF. Use air conditioned vehicle to transport the animals.

INVESTIGATOR`S DECLARATION

Carefully read the details of the investigator`s declaration form and fill the out the required details.

APPROVAL CERTIFICATE

Fill only the title, submitted by and date. Proposal number, animals sanctioned and duration will be filled by the Member Secretary, IAEC.

FINAL SUBMISSION

- ✓ Please make sure that you have attached all the necessary documents.
- ✓ Fill the cover page, date and sign it
- ✓ Submit three hard copies and one soft copy of the duly filled Form B along Form B submission fee of Rs. 1500 through DD / Cheque

Send the soft copy to ranjithj@srmist.edu.in

Submit the hard copies to:

Member Secretary, IAEC - SRM Engineering College
(Dr. Ranjith J
Veterinary Officer, SPF Animal Facility
RRP 001, Ground Floor, Sir CV Raman Research Park
Near School of Bioengineering, SRMIST)

Checklist for IAEC Approved & Ongoing Projects

THE IAEC APPROVAL IS GIVEN FOR A PERIOD OF 1 YEAR

Apply for renewal if your animal research extends beyond one year / need to revise or make changes to your approved IAEC procedures follow the procedures given below

IAEC project yearly progress report must be submitted every year along with latest reviewed approved Form B corresponding to this project. The report should be very brief in describing the progress made vis-à-vis the objectives and should provide the exact number of experimental animals which have been used for this project during the year.

Your yearly IAEC progress report should mention the original number of experimental animals approved by IAEC and the corresponding numbers of experimental animals used for that year/ time period. The IAEC will require PIs to present the progress report during the committee meeting.

For any modifications in the ongoing project, Form B must be resubmitted indicating modifications sought in the numbers / strains of experimental animals to be used, procedures on animals (surgeries, irradiation, etc.), new drugs/chemicals, special new animal diets to be applied/administered etc.), New collaborators or end animal users added to the project need to be specified as well in the Form B. Clearly highlight the project modifications/add-ons from the original proposal in a specific colour. Mention Renewal / Revised in the covering letter

Please make sure to attach all the following requested documents with your IAEC Form B:

- ✓ Yearly Progress report if required
- ✓ Your updated IBSC certificate approving the procedures/reagents referenced in your IAEC proposal (the project title mentioned on the IBSC certificate needs to match the IAEC project title)
- ✓ Proof of funding source with relevant budget code.
- ✓ Updated cage space request form if applicable.
- ✓ Please date and sign the Cover page and final page of Form B.

Please submit Form B, Cage space request form and all your queries to ranjithj@srmist.edu.in