



UNIVERSITY OF THE PHILIPPINES MANILA  
Office of the Vice Chancellor for Research  
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

APPENDIX C  
PROTOCOL REVIEW FORM

<b>INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) ANIMAL USE PROTOCOL</b>
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**REMINDERS TO PROPONENTS:**

1. Draft of the animal protocol **must be submitted for pre-review not less than 5 weeks prior to the IACUC monthly meeting** (every 2nd Wednesday of the month). This allows ample time for the Chair to pre-review the protocol and the proponent to make satisfactory updates and revisions. A soft copy of the draft should also be emailed to the secretariat at [iacuc.upmanila@up.edu.ph](mailto:iacuc.upmanila@up.edu.ph).
2. As the pre-review will also serve as a form of consultation, it will be conducted simultaneously with the processing of papers with the Research Grants Administration Office (RGAO) (Proponent may attach the draft of the protocol when submitting documents to RGAO).
3. The Chair, thru the secretariat, will advise the proponent if the protocol is approved for committee review. Only then will the proponent make 1 copy of the protocol for submission to the secretariat.
4. Copy of the protocol for committee review should be submitted to the IACUC secretariat at least 1 week prior to the monthly meeting; otherwise, it will be scheduled on the next monthly meeting.
5. Protocols should satisfy all the following requirements before being included in the list of protocols for review by the committee:
  - a. Endorsement for review from the Research Ethics Board (REB) / RGAO indicating proposal is registered with RGAO.
  - b. Protocols should have undergone pre-review with the required revisions accepted and approved by the Chair.
  - c. 1 copy of the *Appendix C Protocol Review Form* will be submitted to the secretariat at least 1 week prior to the monthly meeting.



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<b>RGAO REGISTRATION NUMBER:</b>				
<b>A. RESEARCH PROJECT TITLE</b> (If a program, please include the specific title of experimental procedure involving animals.)				
<b>B. PRINCIPAL INVESTIGATOR AND CO-INVESTIGATORS</b> (Name of the principal proponent and co-investigators, designation / title, and affiliate institution)				
<b>Name of the Principal Proponent/ Co-investigators</b> (Indicate the thesis adviser if applicable)	<b>Designation / Title</b>	<b>Institution / Affiliation</b>	<b>Email address and phone number</b> (Mobile and landline)	<b>Qualification</b> (Degree(s) or training experience, and include the date of the last animal welfare training and <b>attach</b> its certificate)
<b>C. PURPOSE OF THE STUDY</b> (select type/s)				(Indicate if others)
<input type="checkbox"/> For research	<input type="checkbox"/> Basic	<input type="checkbox"/> Applied	<input type="checkbox"/> Epidemiological	<input type="checkbox"/> Wildlife
<input type="checkbox"/> For teaching				<input type="checkbox"/> Others
<b>D. STUDY OBJECTIVES</b>				
<b>E. FUNDING AGENCY</b> (Examples: DOST, CHED, UP NIH Grant, Self-funded)				
<b>F. RESEARCH PROJECT DURATION</b> (Specify the start and end of the study (month/day/year) and include the duration (weeks) of actual animal laboratory exercise)				
<b>G. LAY SUMMARY (MAX 500 WORDS)</b> (Write a lay summary that any member of the public would be able to understand. Describe the objective of the experiments, why you are doing the experiments, the knowledge you hope to gain through the experiments, and the potential benefits of the experiments to human or animal health)				
<b>H. BACKGROUND AND SIGNIFICANCE OF THE PROCEDURE OR RESEARCH</b>				
<b>I. DESCRIPTION OF METHODOLOGIES / EXPERIMENTAL DESIGN</b>				
<b>1. Animal's species and strain / breed:</b>				



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<b>2. Source of the animals</b> <i>(include specific address and contact information):</i>
<b>3. The location where the animals will be housed and scientific procedures will be conducted</b> <i>(Facility must be BAI-Accredited; please, see list of accredited facilities <a href="#">here</a>):</i>
<b>4. Reason / basis for selecting animal species:</b>
<b>5. Sex, age, and the number of animals</b> <i>(Include requirements if a pilot study or pre-testing will be done, indicating a brief description of the objectives and procedures):</i>
<b>6. Quarantine and / or acclimatization or conditioning process:</b>
<b>7. Animal housing and animal care procedures:</b>
<b>7.1 Describe primary enclosure (caging) to include cage dimensions in cm and material, number of animals per cage, type of beddings used</b> <i>(Insert ACTUAL photo of the cage)</i>
<b>7.2 Describe cleaning method, frequency of cleaning of primary enclosure, and disposal</b>
<b>7.3 Describe provisions for maintenance of room temperature, humidity, ventilation, and lighting</b>
<b>7.4 Describe provisions for feeds and water</b>
<b>8. Experimental or animal manipulation methods</b> <i>(list down and describe all methods that will be done in a live animal and insert a schematic diagram of the study design (animal experiment))</i>
<b>8.1 List of animal manipulation methods in the study to include a detailed description of the procedure</b>



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<b>8.2 List of materials (drugs, extracts, bacteria, etc.) that will be given / introduced to the animal to include a description of the route of administration, frequency, volume, and method of restraint</b>
<b>8.3 List of hazardous materials (chemical, biological, radioactive, etc.) that will be used in the study</b> <i>(Indicate the potential hazards and threats to human, animal, and environmental health, routes of exposure, and specify plans and procedures to mitigate the risks posed by each hazard identified; provide the MSDS, if any)</i>
<b>8.4 List of the specimen or biological agents (blood, urine, etc.) to be collected from a living animal to include a description of collection method, frequency, volume, site of collection, and method of restraint</b>
<b>8.5 Description of the use of anesthetics to include the name of the drug, dosage, and route of administration</b>
<b>8.6 Surgical procedures</b> <i>(type and purpose)</i>
<b>9. Plans on what to do with the animals after the study / scientific procedure. If euthanasia of animals will be done, indicate / describe the method selected and the disposal (how / where) of dead animals.</b>
<b>J. Is there a non-animal model applicable for the procedure / study? If so, please provide the reasons for not using it.</b>
<b>K. Indicate the names, qualifications, and vaccines of all personnel who will be responsible for conducting the procedures</b> <i>(Specify who will conduct / supervise for every procedure indicated in the protocol)</i>
<b>L. Contingency plan</b> <i>(In case of an unprecedented event or unavoidable circumstances (examples: typhoon, earthquake, community quarantine, etc.), specify contingency plan to continue the animal study)</i>



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**M. REFERENCES** *(Include the literature used as a guide for animal care and use)*

**DECLARATION BY THE RESPONSIBLE PERSON:**

I ACCEPT RESPONSIBILITY FOR ASSURING THAT THE PROCEDURES / STUDY WILL BE CONDUCTED IN ACCORDANCE WITH THE APPROVED PROTOCOL.

I ASSURE THAT ALL PERSONNEL WHO USE THIS PROTOCOL AND WORK WITH ANIMALS HAVE RECEIVED APPROPRIATE TRAINING / INSTRUCTIONS IN PROCEDURAL AND HANDLING TECHNIQUES AND ON ANIMAL WELFARE CONSIDERATIONS.

I AGREE TO OBTAIN WRITTEN APPROVAL FROM THE IACUC PRIOR TO MAKING ANY CHANGES AFFECTING MY PROTOCOL. I ALSO AGREE TO PROMPTLY NOTIFY THE IACUC IN WRITING OF ANY EMERGENT PROBLEMS THAT MAY ARISE IN THE COURSE OF THIS STUDY, INCLUDING THE OCCURRENCE OF ADVERSE SIDE EFFECTS.

Name and Signature of the Principal Investigator

\_\_\_\_\_ Date \_\_\_\_\_

Name and Signature of the Adviser (For students)

\_\_\_\_\_ Date \_\_\_\_\_

Noted with Name and Signature by the Technical Review Board / Committee of College / Department / Unit

\_\_\_\_\_ Date \_\_\_\_\_

Non-Disclosure Agreement (For IACUC Member)

\_\_\_\_\_ Date \_\_\_\_\_

Noted with Name and Signature by the IACUC Chair



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\_\_\_\_\_ Date \_\_\_\_\_