



Subject: Protocol Review outside Normal IACUC Meeting Schedule

Source: Institutional Animal Care and Use Committee (IACUC)

Effective Date: 03/12/2026

Replaces: 02/08/2021

Applies to: Personnel involved in Research or teaching studies involving animals.

Reference: Animal Welfare Act; PHS Policy on Humane Care & Use of Laboratory Animals.
Guide for the Care & Use of Laboratory Animals

The Institutional Animal Care and Use Committee (IACUC) maintains oversight review for federally mandated rules and regulations with regard to animal research, ethics, misconduct, and biomedical research for the University of Colorado Denver | Anschutz

Policy Statement

This policy is intended to provide information on requests for review of protocols outside the normal timeline under which protocol review would normally occur, i.e. "Emergency" review by designated member review (DMR) of protocols and to establish the procedures to be followed.

Procedures

Emergency Review, i.e. outside the normal Committee meeting schedule, new protocol or amendment review by DMR is discouraged and used sparingly. The IACUC Chair may grant permission for review of protocols by DMR for issues that are determined by the Chair to be of an emergency nature. Examples are: protocol deviations, facility disasters or life-threatening incidents. To be determined on a case-by-case basis.

- Investigators requesting a review of their protocol outside the Committee schedule and process are required to submit justification for the request via the IACUC@cuanschutz.edu email.
- The request is reviewed by the IACUC Chair. If the Chair decides that adequate justification exists for the requested review of the submitted protocol, the review is conducted by the DMR Process.
- The investigator is required to submit the completed protocol or amendment within Cayuse.
- The protocol is assigned online to the Designated Members and distributed to all IACUC members as a PDF through email.
 - All Committee members are given the opportunity to review the protocol and to request a full committee review.
 - If no member calls for full Committee review within three business days, then the DMR process proceeds.
- If no full committee review is requested, the designated reviewers are requested to review the protocol within five business days.
- The IACUC Chair has determined that the designated reviewers will consist of a scientist member, a veterinarian and a third non-veterinary member, collectively serving as designated reviewers.
- Documentation that each IACUC member has been afforded the opportunity to review and request full committee review of each protocol undergoing emergency review is retained in the IACUC Office; automatic e-mail return receipts are received in the IACUC Office or access is recorded online, verifying that all committee members have received the protocol submission.
- Each designated reviewer may approve, require modifications to the protocol (to secure approval) or request full committee review of the protocol submission (designated reviewers do not vote).



- As with all DMRs, all three designated reviewers must approve the protocol for it to be approved. If modification of the protocol occurs at any stage of the review, all designated reviewers must review and approve the changes. If the requested modifications do not achieve designated reviewer approval, additional modifications can be requested, or request for full committee review is at the discretion of the DMR.

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Per regulatory requirements, failure to comply with this policy may result in notification of your funding agency (e.g. NIH) and regulatory agencies (e.g. USDA) that your research has violated federal and/or local policies regarding the humane use of animals. This notification may affect continuous funding of your animal-related research. Further, depending on the violation, you may be required to take additional training and/or your privilege to conduct animal research at CU Denver | Anschutz might be temporarily suspended or even completely revoked.