FSU
ANIMAL CARE & USE COMMITTEE
DIVISION OF RESEARCH

This checklist is provided to ACUC members to assist in the review of Animal Use Protocols and Amendments and is intended to support review consistency across submissions. Use of the checklist, in whole or in part, is voluntary and at the discretion of the assigned ACUC reviewer.

Protocol Review	**Yes/No**
Basic Information	
Is the long ***or*** short title descriptive of the project? *(Questions 2 & 3)*	
Is the work concisely summarized in a manner easily understood by a member of the general public? Has the use of scientific language, acronyms, and abbreviations been avoided ***or*** defined? *(Question 4)* **Note:** The answer should be a brief summary of the proposed research and used to explain complex ideas in clear language to people who do not have prior knowledge about the subject.	
Are the work's scientific and/or educational relevance clearly explained? *(Question 4)*	
Does the work's scientific and/or educational relevance merit the use of animals? Do the potential benefits of the study outweigh any potential animal welfare concerns? *(Question 4)*	
Protocol Team Members	
Have all personnel that have separated from the laboratory or University and are no longer involved with live animal work been deleted? *(Questions 1 & 2)*	
Funding Sources	
Note: In the absence of evidence of a formal scientific merit review, the ACUC may consider conducting or requesting such a review. While the responsibility for scientific merit review normally lies outside the ACUC, committee members should evaluate scientific elements of the protocol as they relate to the welfare and use of the animals. For example, hypothesis testing, sample size, group numbers, and adequacy of controls can relate directly to the prevention of unnecessary animal use or duplication of experiments. *Guide*, pg. 26	
Has a copy of the Vertebrate Animal Section, or other applicable section describing proposed animal work, been included as a supplemental document for all federally funded projects? *(Question 1)*	
For federally funded projects, is there congruence between the work described in the Animal Use Protocol and the animal activity described in the grant? *(Question 1)*	

Protocol Review	Yes/No
Scientific Aims	
Are the work's scientific and/or educational goals clearly explained? *(Question 1)*	
Is the scientific and/or educational significance of the work clearly explained? *(Question 2)*	
Experiments	
Has ***each*** proposed experiment been discretely delineated and defined? Does each experiment appear related to the stated goals/scientific aims? *(Question 1)*	
If the protocol involves multiple major survival surgery, is the interval between surgical procedures described and appropriate? Are all proposed combinations of surgical procedures detailed? *(Question 3)*	
If the protocol involves multiple major survival surgery, has sufficient scientific justification been provided to permit multiple surgical procedures on a single animal? *(Question 3)*	
Have animal age, weight, sex, and group delineation been described? *(View Experiment, Question 4)*	
Has a clear and concise sequential description of the procedures involving the use of animals that is easily understood by all members of the committee been provided? *(View Experiment, Question 4)*	
Is it clear what specific procedure(s) will be performed on each animal and over what time course? *(View Experiment, Question 4)*	
Is the experimental endpoint, or the point when the study's scientific aims and objectives have been reached, clearly defined? *(View Experiment, Question 4)*	
Have appropriate, study or procedure related criteria for early removal of animals that experience pain or distress before the experimental endpoint been identified? Are the listed endpoints relevant and reliable? Have the frequency of animal observation and the personnel responsible for assessment and recognition of the humane endpoint been identified? *(View Experiment, Question 5)*	
Is a substance administration procedure included for ***all*** vehicles, drugs, medications, and test compounds administered to live animals? *(View Experiment, Question 6)*	
Has a separate procedure been included for ***each*** proposed animal activity? Is the procedure type appropriate for the animal activity? *(View Experiment, Question 6)*	
If using one of more Standard Library Procedures, have variations specific to the experiment (e.g. drug dose, waste gas scavenging) been listed? *(View Experiment, Question 7)*	
Has an organized chronology of events a single animal or experimental group will experience from acquisition to experimental endpoint or euthanasia been provided? *(View Experiment, Question 8)*	
Does the number of animals identified correspond to the number included in Question 4, *Describe the experiment* and elsewhere throughout the protocol? *(View Experiment, Question 8)*	
If animals will experience unrelieved pain or distress, has sufficient scientific justification why pain/distress cannot be relieved? *(View Experiment, Question 10)*	

Protocol Review	Yes/No
Have all applicable husbandry exceptions been identified? If applicable, has appropriate justification been provided for individual housing, no enrichment, open-top caging, or restricted entry? Has an investigator-maintained husbandry SOP been included for instances of investigator-provided husbandry? *(View Experiment, Question 10)*	
Procedures	
Has "Yes" been indicated for all potentially painful ***AND*** distressful procedures? (Procedure Identification, Question 4) **Note:** Painful procedure as applied to any animal means any procedure that would reasonably be expected to cause more than slight or momentary pain or distress in a human being to which that procedure was applied, that is pain in excess of that caused by injections or other minor procedures.	
Are clinical signs and potential adverse events that may occur as a result of administering painful procedures clearly described? *(Procedure Identification, Question 4a)*	
Have appropriate, study-related criteria for early removal of animals that experience pain or distress before the experimental endpoint been identified? Are the listed endpoints relevant and reliable? Have the frequency of animal observation and the personnel responsible for assessment and recognition of the humane endpoint been identified? *(Procedure Identification, Question 4b)*	
For ***each*** painful procedure, has an appropriate plan been described to mitigate pain, including pharmacologic and nonpharmacologic methods, as appropriate?	
Substance Administration: Do drug preparation and storage methods, doses, routes, and volumes adhere to current dosing recommendations and good practice standards? If not, is a specific exemption requested? ***Resources for ACUC members*** LAR Drug Formulary Clinical Management of Pain in Rodents (Review Article) A Good Practice Guide to the Administration of Substances and Removal of Blood, Including Routes and Volumes (Review Article) A Review of Long-acting Parenteral Analgesics for Mice and Rats (Review Article)	
Substance Administration: If non-pharmaceutical grade substances will be administered, has sufficient justification for use been provided? If used, has consideration been given to grade, purity, sterility, pH, pyrogenicity, osmolality, stability, site and route of administration, formulation, compatibility, and pharmacokinetics of the substance to be administered, as well as animal welfare and scientific issues related to its use?	

Protocol Review	Yes/No
Procedures	
Physical Restraint and Prolonged Physical Restraint: If physical restraint will be used, does it conform to the FSU ACUC Guidelines on Physical Restraint of Research Animals? Has the restraint device been described? Is the period of restraint the minimum required to achieve the research objectives?	
Survival Surgery: If survival rodent surgery will be performed, do surgical procedures conform to the FSU Guidelines for Survival Rodent Surgery and Guidance of Use of Glass Bead Sterilizers and Tips Only Technique	
Survival Surgery: Has consideration been given to the use of pre-emptive analgesics? (Survival Surgery, Question 3)	
Survival Surgery: Does the description of the surgical procedure include details related to the site of incision, size of incision (including size of craniotomies), and closure of the surgical wound (including suture type and pattern)?	
Survival Surgery: Has an appropriate post-procedural plan that includes observation and management of post-procedural pain been included? (Survival Surgery, Question 7)	
Euthanasia: Has a euthanasia method been included? **Note:** A euthanasia method must be described, even if the intent is to not euthanize the animals.	
Euthanasia: Are the methods of euthanasia described consistent with those deemed acceptable or acceptable with conditions for the species listed in the *AVMA Guidelines for the Euthanasia of Animals 2020 Edition* If not, has sufficient scientific justification for deviation from *AVMA Guidelines* been provided?	
Food or Fluid Restriction: Has a description of the procedure(s) in the laboratory to ensure personnel return food/water after each restriction period been provided? (Food or Fluid Restriction, Question 3)	
Food or Fluid Restriction: Will animal weights be recorded at least weekly and more often for animals requiring greater restrictions? Will written records be maintained for each animal to document daily food and fluid consumption, hydration status, and any behavioral and clinical changes used as criteria for temporary or permanent removal from the study?	
Tissue/Blood Collection: If rodent tail biopsy is performed, do methods comply with the FSU ACUC Guidelines for Rodent Tail Biopsy? *(Tissue/Blood Collection, Questions 2 & 3)* If not, is sufficient scientific justification provided?	
Tissue/Blood Collection: If blood collection is performed, do methods comply with A Good Practice Guide to the Administration of Substances and Removal of Blood, Including Routes and Volumes (Review Article)? *(Tissue/Blood Collection, Questions 2 & 3)* If not, is sufficient scientific justification provided?	

Protocol Review	Yes/No
Procedures	
Tissue/Blood Collection: For pre-mortem collection, is the volume and collection frequency described? *(Tissue/Blood Collection, Questions 2 & 3)*	
Procedure Personnel Assignment	
Is the training of personnel appropriate for their activities?	
Is the training of personnel appropriate for the animal species involved?	
Strains	
If genetically modified animals are used, have potentially debilitating phenotypes associated with the strain been adequately described, and have procedures for observing and removing compromised animals from the study been included? *(View Background Stain, Questions 2 & 3)*	
Animal Justification	
If the number of "animals identified in experiments" differs from the "total animals used," has an explanation been provided for the adjustment? *(Animal Justification, Questions 1 & 2)*	
Has sufficient justification for the species and number of animals proposed been provided? *(Animal Justification, Questions 4 & 5)* **Note:** Whenever possible, the number of animals and experimental group sizes should be statistically justified. *Guide*, pg. 25 It is the responsibility of the investigator to clearly demonstrate that a minimum number of animals are being used to maintain valid results. Careful consideration should be given to the scientific justification of requested animal numbers within a realistic framework including laboratory capabilities, housing accommodations, and the number of experiments that can be reasonably accomplished within the three-year time frame.	
Has sufficient consideration been given to methods that replace animal models, reduce animal numbers, or refine potentially painful or distressful procedures? *(Animal Justification, Question 7)*	
Alternatives Search and Duplication	
Has an alternative search been performed for ***each*** painful or distressful procedure?	
Was the search performed within 30 days of protocol submission? *(View Procedure Search Details, Question 2)*	
For USDA-regulated species, were at least two databases searched? *(View Procedure Search Details, Question 3)*	
Are the keywords relevant and likely to yield alternatives ***or*** refinements specifically related to the proposed work? *(View Procedure Search Details, Question 4)*	
Have the search results been summarized appropriately? *(View Procedure Search Details, Question 5)*	

Protocol Review	Yes/No
Alternatives Search and Duplication	
If no models, alternatives, or refinements are available, do the search results support that the proposed method is appropriate? *(View Procedure Search Details, Question 5)*	
Has the period covered by the search been identified? Is the end date recent? *(View Procedure Search Details, Question 6)*	
Housing and Use	
Have all areas outside of LAR-maintained facilities where animals may be housed or used been identified?	
Have all drug and food storage areas outside of LAR-maintained facilities been identified?	
Disposition	
Have appropriate disposition plans been identified for all animals?	
Supporting Documents	
Has an investigator-maintained husbandry SOP been included for instances of investigator-provided husbandry?	
If mentioned elsewhere in the protocol, have scoring schemes for the clinical evaluation of post-procedural animals been included?	
Supporting Documents	
If the work involves the use of hazardous agents, has an Animal Hazard Control Form been included? Are the risk mitigation practices described appropriate for the hazard?	
Field Research	
Have occupational health and safety issues, including zoonoses been reviewed by campus safety professionals to ensure that the study does not compromise the health and safety of either animals or persons in the field?	
Has a sufficient plan to remove animals that become injured during procedures been described? *(Field Research Details, Question 2)*	
Have all necessary permits required for the work been obtained? Are the permits current? *(Field Research Details, Question 3)*	

Approved on February 27, 2025