

Instructions for Non-human Subjects Review

1. The Review contains two forms 1) Non-human Subjects Review Criteria and 2) a Project Summary and Protocol. Both forms must be submitted to Dr. Brian Helms, Chair of the Animal Research Review Board, Department of Biological and Environmental Sciences, 210K McCall Hall, Troy, AL 36082. Office phone: 334-670-3932 and e-mail (helmsb@troy.edu).
2. Download the two forms and fill them out, following the instructions on the forms.
3. Faculty researchers must **initial** every relevant category on the Non-human Subjects Review Criteria form to certify that s/he has conformed to the Non-human Subject Review criteria. For student projects, **both** the supervising faculty member and the student must **initial** the student research projects under review. The Review Board will return the Review Criteria form if it is submitted with check marks or Xs instead of initials.
4. All applicants must include a Project Summary and Protocol, even if they are seeking an exemption, because this documents the proposed research for institutional and governmental reviewers.

Non-human Subjects Review Criteria

Faculty Member

Name (print or type):

Signature

Department:

Campus Mailing Address:

Phone Number(s):

E-mail:

Date:

Student

Name (print or type):

Signature

Department:

Campus Mailing Address:

Phone Number(s):

E-mail:

Date:

Faculty researchers must **initial** every relevant category on this Review Criteria form to certify that s/he has conformed to the Non-human Subject Review criteria. Student research projects under review must be **initialed** by **both** the supervising faculty member **and** the student. *Forms with check marks or Xs instead of initials will be returned.*

I. Collecting permit(s) (A or B)

A. The faculty member _____ and student _____ affirm that the **animals, plants, fungi, and/or microorganisms** that will be used for this research **DO NOT** require special collecting permits.

OR

B. The animals, plants, fungi, and/or microorganisms that will be used for this research **REQUIRE** special collecting permits. The **faculty member _____ and student _____** has/have obtained this/these collecting permits (s).

II. Use of animals (A or B)

A. Since animals will NOT be used for this research, the **faculty member _____ and student _____** is/are requesting an exemption of the proposed research from the Animal Research Review Board.

B. The research project involves animals. Initial all that apply.

Animals will be used for research and/or teaching. **The faculty member _____ and student _____** will follow professional and/or governmental guidelines for observation, capture, and/or release.

Vertebrate animals will be cared for, maintained, or otherwise used for research on campus or off-campus during the experimental period. **The faculty member _____ and student _____** will follow professional and/or governmental guidelines for all handling procedures and treatment, cleanliness, safety, space, food and water, temperature control, etc.

If **vertebrate animals** are sacrificed, the **faculty member _____ and student _____** will ensure that their sacrifice follows accepted professional and/or governmental guidelines for reducing or eliminating pain and suffering.

The **faculty member _____ and student _____** will dispose of the carcasses of sacrificed animals according to institutional and municipal guidelines.

Chair, Animal Research Review Board

Signature

Approved/Rejected

Date

Faculty member's name (print or type):

Project Title:

Please write a project 1) Abstract/Summary and 2) Experimental protocol below. Include sufficient detail to allow an evaluation of the methods to be used.