

**The Queen's Medical Center  
Animal Care Committee**

Starting March 1, 1997, all Investigators conducting research or teaching/training sessions involving animals at The Queen's Medical Center must submit complete protocol and animal use application packets for review by the Animal Care Committee (ACC). Incomplete packets may delay review and approval of application. No FAX applications will be accepted. Forms on IBM or Macintosh disks are available upon request.

**Mission Statement:**

It is the purpose of The Queen's Medical Center Animal Care Committee to ensure that the use of vertebrate animals in the biomedical biological sciences for research and teaching/training is a special privilege, and that these activities are conducted in a way that fulfills all moral, ethical and legal responsibilities.

**Guidelines for Research Applications: Animals**

I. All Research Investigators involving Animals must submit the following:

<b>WHEN</b>	<b># COPIES</b>	<b>DOCUMENTS</b>
4-6 weeks before ACC meeting	1 copy	<b>QMC Contract or Sponsor Contract</b>
4 weeks before ACC meeting	Original + 5 copies	<b>Forms 1 - 5 Scientific Protocol Letter of Agreement with Veterinarian and QMC Departments Letter of Agreement with Co-investigators</b>
8 weeks before study expiration date	5 copies	<b>Form 6</b>

**Forms:**

**1 - 3:** Animal Use Application

- i) If sections are not applicable to the proposed study, write a "N/A" or "Not Applicable." **It should be noted that, on request, The Queen's Medical Center may be required by law to release the information in the protocol application to the public sector.** The exception to this is patentable or proprietary material and personal information.
- ii) Use language that can be understood by those not in your field or expertise. Some Committee members are from non-biological scientific disciplines.
- iii) Avoid the use of abbreviations. If must be used, fully define them the first time they are used.

**4a-d:** Itemized Budget

**5:** Financial/Conflict of Interest Disclosure Form

**6:** Annual Status Report and Final Report Form. Indicate request for ACC approval for an additional year, and submit the requested documents.

**Scientific Protocol** - complete protocol including any appendices

**Letter of Agreement with Veterinarian and QMC Departments expected to participate in study** (i.e. pharmacy, DLS, imaging, supplies, biomed, etc.)

**Letter of Agreement with Co-investigators**

**QMC or Sponsor Contract** - Studies with legal contracts require 4-6 weeks for review by QMC legal department. Send contracts directly to Research Planning & Development.

*Note: Samples of documents are included in the research packet.*

II. Approval Process:

- Animal use protocols, by Federal mandate, are approved for a maximum of one year.
- **Before** any animals can be used, the protocol must be approved by the full Committee.
- **Any modifications** to the approved protocol must be reviewed and approved by the full Committee. Notifications of changes to the approved protocol (i.e., species used, number of animals, methodology, personnel, etc.) can be in the form of a letter typed on **official letterhead**, signed by the PI and addressed to the Chairperson, Animal Care Committee.
- **Annual Status Reports (Form 6)** must be submitted to the ACC eight weeks before the study expires. Requests for renewal of ACC approval for the next year or notification of study completion must also be included in the Annual Status Report.

- The PI will receive one of four letters after the ACC issues a decision:

**Approved** - research or teaching/training is approved to begin.

**Conditional** - research or teaching/training **cannot** begin until the conditions cited by the committee are met to the satisfaction of the Chairperson.

**Deferred** - research or teaching/training **cannot** begin as the protocol has serious defects that require significant justification and review by the full ACC.

**Not approved** – research or teaching/training is not acceptable as submitted.

V. Veterinarian Consultation:

The consulting veterinarian must be consulted on all study protocols regarding potential problem areas, animal facilities, drug use and routes of administration, anesthetics, analgesics, euthanasia and post-operative care. The veterinarians available for consultation regarding animal care issues in the preparation of protocols. Ms. Rebecca Ohta has the contact information for the current veterinarian.

- VI. Address all correspondence to:
- "Chairman ACC  
c/o Research Regulatory Office  
The Queen's Medical Center  
1301 Punchbowl St, University Tower room 505  
Honolulu, HI 96813"

**Most Common Reasons for Unsuccessful Research Applications Include:**

1. Animal Use Research Applications forms are not complete. Pages are omitted or only partially completed. Appendices are not added.
2. Research Study is poorly designed or poorly presented. Avoiding wasting of time or hospital resources is a responsibility of the committee. Study tools are not attached to the protocol.
3. Study is not feasible within the time frame, the budget, or facility.
4. Budget is incomplete.
5. Study misuses hospital resources (staff, equipment, supplies, and diagnostic services).
6. Study is not compatible with the Research Goals of The Queen's Medical Center.