**USSOCOM VRO Animal Use Request for Research or Testing**

**\*\*\*VRO ONLY reviews protocols approved by the IACUC. \*\*\***

**\*\*Animal research/testing work MAY NOT be initiated prior to receipt of VRO approval. \*\***

**\*Animal work initiated without VRO approval is noncompliant and may not be funded.\***

 A DoD Component Oversight Office, such as VRO, must approve DoD-funded projects that propose to use animals for research or testing. The research institution must provide electronic copies of the following documents to the US Special Operations Command (USSOCOM), Veterinary Review Office (VRO) for review and approval:

1. A read-only copy of the **IACUC-approved animal use protocol(s)** and documentation of initial IACUC approval. - Note: If the protocol expires within the next 60 days, please wait to submit until your protocol is renewed.
2. A read-only copy of each IACUC-approved protocol major amendment with documentation of IACUC approval (**future approval of major amendments, including change of Principal Investigator (PI),** must be reviewed and approved by VRO **PRIOR** to implementation)
3. Completed VRO Animal Use Request (This Document) for each IACUC-approved protocol
4. Proof of the institution's USDA registration as a research institution, or the exemption document
5. A copy of the research site’s **most recent facility inspection report** from the USDA, or exemption document
6. A copy of the animal supplier’s USDA vendor license, or exemption document
7. Copy of current AAALAC, International Accreditation, or DoD On-site inspection

 This requirement applies to all institutions subcontracted to use animals in support of DoD-funded projects or programs.

 Specific information requested in the following VRO Animal Use Request is derived from requirements in the Animal Welfare Regulations (AWRs), the *Guide for the Care and Use of Laboratory Animals*, and other applicable Federal and DOD regulations. The DOD policies and requirements for the use of animals in DoD-supported RDT&E are described in DoD Instruction 3216.01, *Use of Animals in DoD Programs*, updated 3 October, 2017. These requirements may differ from those of other funding agencies. Use of this document is intended to meet specific DoD and USSOCOM requirements.

 Direct questions concerning animal use and review to the USSOCOM VRO:

Phone: 813-826-6031

Email: socom\_vet@socom.mil

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 **Each section of this Appendix must be completed**. To assist you in completing this appendix, instructions and explanations are provided as *hidden,* *red and italicized text*. To view the instructions and/or examples for each section, select the “**Show/Hide ¶**” button on your tool bar (the button itself appears as the **¶** symbol). To print the hidden text, select “Print Hidden Text” in the print options section. It is important that you carefully **read the instructions** for each paragraph to ensure you provide a comprehensive response. Begin typing responses after the colon (“:”) for each section to ensure your typing is not within the hidden text.

Submit electronic documents only; please do not submit printed copies to VRO.

1. **DOD Funding of Protocol**

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 | No | All animal studies described in the attached IACUC-approved protocol are funded by this DOD award.  |

1. **Administrative Data:**

DOD Award PI Name:

DOD Award PI Email: Phone:

DOD Funding Source:

DOD Grant/Award/Proposal Number:

Institution Where Animal Studies are Conducted:

IACUC Protocol PI Name:

IACUC Protocol PI Email: Phone:

IACUC Protocol Title:

IACUC Protocol Number:

Attending Veterinarian Name:

Attending Veterinarian Email: Phone:

IACUC Administrator or Chair Name:

IACUC Admin or Chair Email: Phone:

Institutional Grants Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grants Manager Email: Phone:

1. **Total Number of Animals Used (by Species) and USDA Pain/Distress Category- Note: All animals proposed for use must be accounted for in this section, including species not currently regulated by the USDA.** *List the total number of animals, by species (****NOTE: this includes animals excluded by the USDA Animal Welfare Act (ex. mice and rats****), used in this protocol. This number must match the number of animals approved in the IACUC protocol. Identify the highest USDA Pain/Distress Category for animals using the brief definitions below. Full definitions can be found at http://www.aphis.usda.gov/library/forms/pdf/APHIS\_7023.pdf*
* **Category B*:***Animals being bred and animals being held for use but not yet used for such purposes.
* **Category C:** Animals that will experience no more than momentary pain or distress
* **Category D:** Animals that will potentially experience accompanying pain or distress and for which appropriate anesthetic, analgesic, or tranquilizing drugs **WILL** be used.
* **Category E: A**nimals that will potentially experience accompanying pain or distress and for which appropriate anesthetic, analgesic, or tranquilizing drugs **WILL NOT** be used.

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| **SPECIES** | **HIGHEST USDA** **PAIN/DISTRESS CATEGORY (B, C, D, E)**  | **TOTAL NUMBER**  |
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1. *.***UNALLEVIATED PAIN/DISTRESS JUSTIFICATION** If any animals are listed in USDA Column E (Unalleviated Pain or Distress), the PI must provide a scientifically valid justification for withholding pain relieving medication:
2. **STUDY PERSONNEL QUALIFICATIONS/TRAINING:** *List by name all personnel working with animals under this protocol and all procedures, manipulations and observations each individual will perform. Provide each individual’s* ***specific*** *training, experience, and qualifications to perform these procedures. In cases where individuals are not identified to work on the study, provide minimum training and qualifications staff members will receive before working with animals on this study.*

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| Protocol activity or procedure (e.g., tail vein injections, euthanasia) | Name of person performing activity | Qualifications or experience of person performing activity in the proposed species (e.g., research technician; 2 yrs experience with intracranial surgical procedure; performed IP injections on many mice) | **Specific** training in this activity or procedure (e.g., rodent handling class; trained to do surgical procedure by PI; aseptic surgical techniques training; rabbit intubation) |
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1. **Literature Search for Unnecessary Duplication:** This search is required for all animal use proposals.
	1. **Database(s) Searched** *(Indicate the databases used for this search)***:**
	2. **Date Search was conducted (within 6 months of IACUC approval date)** *(Indicate the date that this search was conducted)***:**
	3. **Years Covered by Search** *(Indicate the time periods cover by your search)***:**
	4. **Keywords Used and/or Search Strategy (Please note that these terms are distinct from those used in the search for “alternatives to painful/distressful procedures”)** *(List the keywords and describe strategy used to conduct this search. Keywords must include descriptors of the proposed research)***:**
	5. **Summary of Search results** *(Include a brief summary of the articles identified and briefly describe how these projects are or are not related to your proposed animal work, how your work is different, unique, not unnecessarily duplicative, etc)***:**
2. **Institution’s Veterinary Care:** Provide a brief description of the veterinary care plan at the research site, to include:

**a**. Routine and emergency care of animals by vivarium staff

**b.** Availability of the Attending Veterinarian and Clinical Veterinarians

1. **Institutional Accreditation/Assurances** *( As applicable, provide the following information for the facility where the animal research will be conducted. Place an “X” in the appropriate box. The animal facility’s IACUC office or attending veterinarian can assist with this information)*
	1. **AAALAC International Accreditation- Note: Please do not provide any AAALAC correspondence**

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 | No | Animal work is being performed at an AAALAC International-accredited facility. |

* 1. **Office of Laboratory Animal Welfare (OLAW) Animal Welfare Assurance**

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 | No | Animal work is being performed at an OLAW-assured facility. |

* 1. **Non-accredited, Unassured Facilities** If neither 8.a. nor 8.b. above apply to the facility where animal work is being performed, submit a statement signed by the Institutional Official that states the care and use of animals will be conducted in accordance with the National Research Council’s 2011 *Guide for the Care and Use of Laboratory Animals* and applicable Federal and DoD regulations.
1. **Continuing Review**

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 | No | Does the IACUC conduct continuing review of all animal use protocols, no less than once per year, in accordance with the Animal Welfare Act Regulations and Department of Defense requirements? **Note: All animal use protocols funded by the DOD, even in part, must be reviewed by the IACUC no less than annually, including those that do not utilize USDA regulated species**. |

1. **Animal Procurement**

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 | No | Does the protocol involve Animal Welfare Act-regulated species? |
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 | No | If so, are the animals obtained legally from suppliers licensed by the USDA? If the supplier claims exemption from USDA licensing, provide confirmation from the research site’s IACUC that the exemption criteria have been met.  |
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 | No | Are wildlife species are used? If so, provide IACUC assurance that animals have been obtained legally and provide copies of all applicable capture and use permits. |

**Animal Use Protocol Principal Investigator Assurances:**

Several written assurances from the P.I. are required, please read and sign below (this page may be photocopied and signed).

 As the Principal Investigator on this protocol, I acknowledge my responsibilities and provide assurances for the following:

 A. Painful Procedures: I assure that discomfort and injury to animals will be limited to that which is unavoidable in the conduct of scientifically valuable research and that analgesic, anesthetic, and/or tranquilizing drugs will be used where indicated and appropriate to minimize pain and/or distress to animals. Specific exceptions to this practice will be scientifically justified and approved by the IACUC.

 B. Animal Use: The animals authorized for use in this protocol will be used only in the activities and in the manner described herein, unless a modification is specifically approved by the IACUC and the U.S. Special Operations Command **Veterinary Review Office** (VRO), prior to its implementation.

 C. Duplication of Effort: I have made a reasonable, good faith effort to ensure that this protocol is not an unnecessary duplication of previous experiments.

 D. Statistical Assurance: I assure that I have consulted with a qualified individual who evaluated the experimental design with respect to the statistical analysis, and that the minimum number of animals needed for scientific validity will be used.

 E. Training: I verify that the personnel performing the animal procedures/manipulations/observations described in this protocol are technically competent and have been properly trained to ensure that no unnecessary pain or distress will be caused to the animals as a result of the procedures/manipulations.

 F. Responsibility: I acknowledge the inherent moral, ethical and administrative obligations associated with the performance of this animal use protocol, and I assure that all individuals associated with this project will demonstrate a concern for the health, comfort, welfare, and well-being of the research animals. Additionally, I pledge to implement animal use alternatives where feasible, and conduct humane and lawful research.

 G. Scientific Review: This proposed animal use protocol has received appropriate peer scientific review, and is consistent with good scientific research practice.

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(AUP Principal Investigator Name) (AUP Principal Investigator Signature & Date)