



University of Balamand

INSTITUTIONAL ANIMAL CARE & USE COMMITTEE

TERMS OF REFERENCE

Office of the Provost

Mission

The purpose of the institutional animal care and use committee (IACUC) is to monitor and review the care and use of animals in research and teaching.

The responsibilities of the IACUC shall encompass the following:

1. The review of research, teaching, and testing protocols involving live vertebrate animals.
2. The approval of research, teaching, and testing protocols involving live vertebrate animals.
3. The review and approval of significant changes by investigators or educators to the care and use of animals in research, teaching, and testing activities.
4. The inspection of university animal facilities (animal housing, principal investigator laboratory, and support facilities) at least twice a year.
5. The authority to suspend any ongoing university activity of animal care and use.
6. The authority to investigate animal care and use university concerns to make corrections.
7. The assurance that research, teaching, and testing university personnel are appropriately trained to conduct the protocols involving live vertebrate animals.
8. The oversight of a university training program of animal care and use.
9. The assessment and evaluation of the university animal care and use against standards defined in internationally adopted Guides for the Care and Use of Laboratory Animals and the issuing of recommendations for adoption by the University facilities and personnel.
10. The preparation and submission of evaluation reports to the Office of the Provost. The IACUC submits a written annual report to the Office of the Provost that mainly defines specific animal information use in academic activities, evaluates the compliance of the university animal care and use facilities and practices with international good practices, and proposes recommendations to the institution.
11. The submission of reports to seek IACUC accreditation.

Mandate

The institutional animal care and use committee (IACUC) University is a standing committee appointed by the Office of the Provost for the duration of two years. The Committee reports the minutes of its meetings to the Office of the Provost. The IACUC shall meet as is deemed necessary to achieve its mission.

Structure

The institutional animal care and use committee (IACUC) comprises 6 members satisfying the following categories: three faculty members representing the Faculty of Medicine and Medical Sciences, one faculty member representing the Faculty of Health Sciences, two faculty members representing the Faculty of Arts and Sciences, among which are one from Sciences and one representative from the Social Sciences.

The Provost appoints the IACUC chairperson for the term of two years. The chairperson must be a practicing university faculty member experienced in animal research protocols and of professorship rank. The Chairperson executes the mission of the IACUC, calls for meetings, and assigns a number (IACUC 00/year) for each submitted protocol.

The IACUC appoints one individual among its members as Secretary of the IACUC. The Secretary serves as the IACUC Chairperson in the temporary absence of the Chair or when the Chair has a conflict of interest with an IACUC review protocol or activity.

Meetings and Quorum Requirements

The IACUC shall schedule meetings to fulfill its functions. Minutes of the meetings should be recorded. A quorum of 5 members is required at any IACUC meeting in which a formal action is taken (research protocol approval or withholding, or requirement of protocol modifications for approval), and a majority vote of 4 of IACUC members attending the meeting is required for any formal action. If a quorum is not attained, the meeting shall be adjourned, and no formal IACUC action shall be taken.

Any committee member who has a conflict of interest in a submitted research protocol for review by the IACUC shall not be counted toward a quorum.

The IACUC shall meet at the Office of the Provost conference room, unless requested otherwise by its chairperson.

The IACUC Review Process

The framework of the IACUC review process is based on the following operational principles:

1. Activities involving animal subjects in research, testing, and teaching can only *begin after IACUC review and approval*.
2. Principal investigators and educators must *complete institutionally designed IACUC Protocol Templates for Animal Use*.
3. IACUC Protocol Templates must be completed *using nontechnical language when possible*, so that any IACUC member can comprehensively understand the proposed studies.
4. All animal use *proposals, amendments, and annual continuations* must be submitted for IACUC review.

The review process entails that investigators and educators submit their proposals and completed IACUC Protocol Templates for Animal Use to the IACUC by email. The IACUC Chairperson screens the submitted files for inclusion of all necessary documentation, after which the proposals are accepted for IACUC review. Then, the IACUC convenes for a full committee review upon a call from the IACUC Chair.

The outcomes of the review process (approval, approval withholding, or requirement of modifications for approval) are communicated to investigators or educators in writing with justifications for the IACUC decision. If the approval is withheld, the IACUC grants the investigators or educators the opportunity to address the IACUC feedback. However, if a requirement of modifications is requested to seek IACUC approval, the IACUC provides a list of requirements that needs to be addressed by investigators or educators before being sent back for IACUC review.

Selected References on Internationally adopted Guidelines for the Care and Use of Laboratory Animals:

1. [Ethical Guidelines for Research in Animal Science](#)
2. [Guidelines for Ethical Conduct in the Care and Use of Nonhuman Animals in Research](#)
3. [Guidelines for the ethical treatment of nonhuman animals in behavioral research and teaching](#)