



NEW APPLICATION

This form must be used to submit an application through the IRBNet system.

No other methods of submission will be accepted.

This form is to be completed by Principal Investigators (PIs), graduate students, faculty, curators or Museum personnel. Please note that students (graduate and undergraduate) cannot be designated as PIs or Co-PIs.

A. General Information (this section must be completed for all activities)

Project Title:

Proposed start date:

Proposed end date:

Faculty Member Name:

Email:

On-campus phone:

Emergency contact (home, mobile):

Type of protocol:

- ☐ New Research
- ☐ Continuation/renewal
- ☐ Three-year anniversary resubmission of approved research

Type of activity:

- ☐ Research
- ☐ Teaching, observation or demonstration (Non invasive, non painful)
- ☐ Museum collection or Exhibition

Funding Source☐ Not applicable☐ Extramural

Funding Agency _____

☐ Intramural (check source below)☐ Academic Department☐ Graduate School☐ URE☐ K-INBRE ☐ Other

Qualifications/Training The Animal Welfare Act and the PHS Policy requires that personnel are appropriately trained in animal care and use matters, and that professional training is documented. The responsible faculty member is responsible for ensuring that all involved personnel have completed appropriate professional training. Prior to final approval of animal care and use, the IACUC requires completion of the appropriate online FHSU CITI training modules for all personnel listed as participating in the activity. Personnel include faculty, graduate students and additional support personnel directly involved in the activity. ***Undergraduate students enrolled in a course or participating in this activity are exempt.*** The IACUC will not review submissions without verification of the required CITI training. For faster processing, ensure all research team members have completed all required CITI training through <https://www.citiprogram.org/> prior to submitting this application. If the PI is not affiliated with FHSU, documentation of CITI or other comparable training must be provided.

Personnel Please list all Co-PIs, such as faculty members, federal and state agency personnel, and personnel from other organizations. Students (graduate and undergraduate) involved in the proposed activity are NOT co-PIs, and need to be listed as other personnel.

Personnel (Add more rows as needed)	Date of CITI training	Training – brief description of relevant training
Responsible Faculty Member or PI:		
Co-PI:		
Other:		

Safety Training Briefly describe the safety training for personnel. Address the potential hazards and how they will be prevented and/or mitigated. Examples include disease transfer, injury from bites, stings, equipment, or field conditions, etc.

Description of project Briefly describe the proposed activities in easy to understand language. Describe any procedures that will be performed. Do not attach a grant proposal or thesis. Please describe any student involvement, if any. Describe the purpose, goal or objective of the activity. For research activities, describe scientific significance, what is intended to be discovered, including goals, aims, and objectives and/or state the hypothesis to be tested.. Adequate detail is necessary so that the IACUC can review and evaluate the activity. Limit your response to 500 words.

Justification for Using Animals in the Activity Explain clearly why the animals are going to be used, and why non-animal alternatives are not suitable.

Animal Information

Type of animal(s) (check all that apply)

“Warm-blooded” animals

☐ Mammals ☐ Domesticated ☐ Non-domesticated

☐ Birds ☐ Domesticated ☐ Non-domesticated

“Cold-blooded” animals

☐ Amphibians ☐ Captive-reared ☐ Wild-caught

☐ Reptiles ☐ Captive-reared ☐ Wild-caught

☐ Fish ☐ Captive-reared ☐ Wild-caught

Total number of animals (add more rows as needed)

Species (Common name)	Strains (if applicable)	Source	Number anticipated*			Check if by-catch
			Year 1	Year 2	Year 3	
						☐
						☐
						☐
						☐

*Total number of animals expected to be used during the duration of protocol (1 year for Teaching, observation or demonstration (Non invasive, non painful) or 3 years for research). If conducting a population/species survey, list estimated number of animals/birds you may observe during surveying period based on state record or previous survey results. If the activity may result in non-target species being captured, list potential by-catch numbers.

B. RESEARCH ACTIVITIES (Complete this section if conducting original research)**B. 1. RESEARCH USING NON-DOMESTICATED MAMMALS OR BIRDS:**

Is the proposed study a population/species survey?

☐ Yes ☐ No

Does the proposed study require physical manipulation(s) such as trapping, marking (invasive and non-invasive), and re-capturing, of non-domesticated mammals and birds?

☐ Yes ☐ No

If yes, please complete B.2 Treatment of Injured Animals and C.3 Euthanasia

Does the proposed study require any federal, state, and/or local permits or registration/license from the USDA??

☐ Yes ☐ No

If yes, the PI must attach or have on file with the Office of Research the appropriate current permit when using non-domesticated mammals or birds, or wild-caught "cold-blooded" animals.

B.2. Treatment of injured animal (field studies only) What are the plans for the animals that are injured during capture and cannot be released immediately into the environment? (Check all applicable)

☐ Euthanasia (complete C.3)

☐ Apply medical care and release immediately. Briefly, explain the type(s) of medical care being administered to injured animals and personnel responsible for the administration of treatment.

☐ Apply medical care, rehabilitate, and eventually release. Briefly explain type(s) of animal care (veterinary and other), location of rehabilitation, and personnel responsible for care and rehabilitation of injured animals.

☐ Long-term retention/holding (complete B.4. Husbandry/Housing)

☐ Other (specify)___

B.3. Professional Society Guidelines Will the proposed study (including observation of vertebrates in the natural environment) be conducted in accordance with established guideline(s) that is available through the appropriate professional society?

☐ Yes

☐ No

If yes, please provide the name of the society with the guideline that will be used in the proposed study.

B.4. Husbandry/Housing: Provide information on the husbandry and housing arrangements for the animals to be used. Where are they housed, in what kind of enclosure, for how long, and who provides for their care? (Check one)

☐ University Farms (Domestic cattle, sheep, and swine only)

☐ Sternberg Museum (Animals for exhibition and food source only)

☐ FHSU Wetlands Educational Center (Animals for exhibition and food source only)

☐ FHSU Greenhouse/105 Facilities and Grounds building (Fish only)

☐ No housing facilities needed

Briefly describe any additional housing needs in the space below:

B.5 ASSURANCE OF NOVELTY

Revised 2/10/2026

The PI must conduct literature search prior to the submission of the protocol to ensure that there will be no unnecessary duplication of the study.

Date(s) of search: _____

Database(s) searched: _____

Term(s) used for the search: _____

Summary of search results: _____

B.6. CONSULTATION List name(s) of FHSU faculty member/outside experts (other than the PI or Co-PI) that possess expertise in the animal species and experimental procedure described in this protocol.

Attending Veterinarian: Please identify a veterinarian who will assist you if you encounter problems associated with the health and welfare of the animals.

Name:

Phone:

C. Animal Treatment Consideration (this section must be completed for all activities)

C.1 Humane Treatment Please indicate if your proposed animal handling and manipulation would fall into one or more of the following pain and/or distress categories. If your proposed study does not require handling and manipulation of the animals, your study may qualify for exemption.

Please check the pain/distress category that best describes the activity:

- ☐ No handling or manipulation
- ☐ Pain Category B (Bred, Conditioned, or Held for use)
- ☐ Pain Category C (No or Momentary Pain and/or distress)
- ☐ Pain Category D (Alleviated Pain and/or Distress)
- ☐ Pain Category E (Unalleviated Pain and/or Distress)

If the protocol falls under category D, please describe how pain/distress will be alleviated. Be sure to include the type of anesthesia/analgesia/sedatives used in the study and route of administration.

If the protocol falls under category E, provide justification why alleviation will not be administered.

If the protocol falls under either category D or E, you must provide the name of the supervising veterinarian and his/her contact information below.

_____	_____	_____
Veterinarian	Phone	Email

C.2. Disposition of animals after the activity What happens to the animals after the activity? Any domestic mammals and birds, as well as other animals that are captive-reared, CANNOT BE RELEASED into the environment/wild population. If the animal is to be euthanized, complete section C.3. What are the plans for the animals that are either not included in sample collection or those that are included in a non-euthanasia sample collection? (Check all that apply)

- ☐ Euthanasia (Complete C.3.)
 ☐ Adoption
 ☐ Long-term retention/holding (complete B.4.)
- ☐ Transfer to another PI upon protocol approval (provide name)_____
- ☐ Other (specify)_____

C.3. Euthanasia

Please provide the method of euthanasia, the name of the person responsible for administration and his/her training.

Briefly justify the use of euthanasia

Is the procedure approved by the AVMA? See <https://www.avma.org/KB/Policies/Documents/euthanasia.pdf>

☐ Yes

☐ No

C.4. Hazardous Materials *Use of the hazardous materials listed below requires documentation from the university environmental safety supervisor, Roy Ibarra. The documentation must be attached to this application.*

Does the proposed study involve the use of the following:

Biological/infectious agents:

☐ Yes

☐ No

If yes, provide the name(s) of agent(s) and route of administration:

Recombinant DNA

☐ Yes

☐ No

If yes, list: _____

Hazardous Chemicals

☐ Yes

☐ No

If yes, list: _____

Carcinogens/tumor cells

☐ Yes

☐ No

If yes, list: _____

Other

☐ Yes

☐ No

Describe the materials that will be used:

C.5. Emergencies How will emergencies or unanticipated events related to the research be handled if they arise? (Please note that this refers to an emergency situation associated with the activity, not an emergency such as a fire alarm.)

D. Request for Animal Use in Non-Invasive, Non-Painful Teaching, Observations or Demonstrations (Complete sections A, C, D & F)

Course Number and Course Title:

Semester offered:

F. Certification

As the Responsible Faculty Member/PI for this activity, by electronically signing and submitting this application package, I certify that:

- The information provided in this application is complete and correct.
- The animals authorized for use in this activity will be used only in the manner described herein, and in accordance with the applicable laws, regulations, and guidelines. Any deviation or modification from the procedures detailed herein must receive prior approval from the Institutional Animal Care and Use Committee (IACUC).
- All handling, manipulations, or procedures involving animals will be performed under my supervision or that of another qualified individual.
- For non-invasive, non-painful teaching, observations or demonstrations, the activity will be performed so that no pain or distress is experienced by the animals used. If animals do experience pain or distress, or are injured during the activity, the attending veterinarian will be notified immediately.
- I assure that in planning this proposal, I have made the proper considerations regarding all applicable rules and regulations concerning safety. Additionally, I will inform students involved in the activity of any hazard, such as potential zoonosis associated with the animals used.
- I assure that the personnel performing animal handling, procedures, or manipulation 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 handling, procedures, or manipulations. All study personnel will satisfactorily complete appropriate research, safety and animal handling training as necessary for this activity,
- I will comply with all FHSU policies, as well as all federal, state and local laws governing the care and use of vertebrate animals for research, testing, teaching, or demonstration purposes at FHSU use of animals, including the Animal Welfare Act and USDA Animal Welfare Regulations.
- RESEARCH: The proposed activities are not unnecessary duplication of experiments conducted previously.
- Animals used in the study will receive humane care throughout the duration of the study and in the event that animals in this study experience pain or distress which cannot be adequately relieved, animals will be euthanized humanely and immediately based on recommendations of the veterinarian or IACUC.
- Any significant or unanticipated problems will be brought promptly to the IACUC.
- I understand that I have ultimate responsibility for the conduct of the study, the ethical performance of the project, the protection of the welfare of animal subjects, and strict adherence to any stipulations imposed by the IACUC.

RESEARCH AND EXEMPT ACTIVITIES: The approval period for research is for three years from the date this protocol is approved. The Principal Investigator is responsible for submitting the appropriate forms to modify the approved activities or for a renewal prior to the expiration date. Otherwise, a new protocol application must be submitted.

All materials related to this activity must be uploaded into your [IRBNet](#) study workspace. Instructions for using IRBNet are located at [the FHSU IACUC website](#).

Required materials may include, but are not limited to:

- Completed application
- Copies of all special collection permits and licenses, if needed
- Documentation of CITI training