

Title: **Consultants to the IACUC**

Effective Date: **August 17, 2010**

Revision # **01**

Standard Operation Procedure Number: **IACUC-RVW-027**    **Last Committee Review: August 4, 2016**

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**Purpose and Scope**

The purpose of this Standard Operating Procedure (SOP) is to outline the IACUC’s use of consultation when the IACUC does not have the appropriate scientific or scholarly expertise to effectively conduct a complete review of a protocol.

**Materials**

- Consultant Comment Form
- Consultant Confidentiality Agreement

**Policy/Procedure**

The IACUC will, at its discretion, invite individuals with competence in special areas to assist in the review of protocols which require expertise beyond, or in addition to, that available on the IACUC. These individuals may not vote with the IACUC.

When the determination is made by the IACUC Chair that the IACUC does not have the appropriate expertise for the review of a particular protocol or research, the IACUC Chair or designee will seek a qualified consultant to assist in the review of the protocol.

When possible, the consultant will be identified from individuals from within the University or local community with recommendations accepted from the IACUC, IACUC staff, the Institutional Official, and/or the investigator submitting the protocol in question.

Once identified, the Principal Investigator will be provided the name of the prospective consultant and asked for his/her written consent to allow the protocol to be reviewed. The Principal Investigator can designate specific sections of the protocol that will not be sent to the consultant. The consultant will be contacted by the IACUC Chair (or designee) and, if willing to serve, will be sent a Consultant Confidentiality Agreement to complete and return to the IACUC staff. Upon completion, the protocol and relevant attachments will be forwarded to the consultant, along with the Consultant Comment Form. The consultant may be asked to conduct a complete review of the protocol or to provide comments on a specific aspect of the protocol.

If the protocol requires review by the convened IACUC, the consultant’s written review of the protocol will be provided in the meeting packet and the consultant may be invited to attend the IACUC meeting or to be available via conference call to present the review of the protocol to the Committee and to answer any questions.

An IACUC member has the latitude in determining when informal consultation of colleagues rises to the level of requiring written documentation.

**Reviewed:**

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IACUC Chairperson \_\_\_\_\_ Date \_\_\_\_\_

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Research Compliance Director \_\_\_\_\_ Date \_\_\_\_\_