



Purpose: GMAS generates automatic project Approvals based on data entered in the Initial Request. One of these Approvals is for live vertebrate animal research, often referred to as IACUC (Institutional Animal Care and Use Committee) approval. SPA must ensure that the Animal IACUC Approval has been cleared at the time of award and prior to account setup.

Harvard/HMS Policy: <https://hms.harvard.edu/departments/hma-standing-committee-animals>

Considerations:

- 1) IACUC approvals are maintained in a separate system, eIACUC. Since currently there is no system feed from eIACUC into GMAS, SPA has the responsibility of transferring this information manually.
- 2) IACUC approvals are typically not finalized until the JIT or award stage. If the PI identifies an IACUC protocol at proposal stage, the protocol number should be recorded in GMAS. At JIT or at award, SPA will check that a congruency review has been performed and the new award has been added to the protocol.
- 3) No accounts (including at-risk) should be established until the IACUC approval noting the specific award name/number has been received, unless the PI verifies that animal research will not take place until later in the project. When this is the case, it should be documented in GMAS by the Portfolio Owner (PO) uploading the email into the Approval Documents (leaving the approval as “Needed”).
- 4) **Process for VA awards* with animal research:** once a copy of the VA protocol approval letter has been received by the SPA Portfolio Owner (PO), the PO should send it to the HMS IACUC office and ask that the review be **ceded** to the VA. Once the cede letter has been obtained, animal work may commence.
- 5) If **custom antibody work** is referenced in the VAS (vertebrate animals section) of a grant application, the award will require approval from our IACUC. To receive IACUC approval the PI must submit the following to our IACUC:
 - a. A current IACUC approval letter from the institution providing the antibodies, AND
 - b. Two completed forms: “Antibody HMA IACUC assurances agreement” and “Custom antibody approval request” (found at <https://hms.harvard.edu/departments/hma-standing-committee-animals/forms>).

Standards of Service: SPA POs will enter the IACUC approval information into GMAS at the JIT stage (if applicable), or upon receipt and review of award notice. The GM should provide to their SPA rep the IACUC protocol number that corresponds to the GMAS project/segment as soon as it is received.

Process Steps for IACUC (Animal) Approvals

Step	Role	Task/Activity
1	GM	At the time of initial proposal, in consultation with the PI or other technical staff, department** administrator/grants manager (GM) checks off in the GMAS request that research on live vertebrate animals will be performed within the scope of the project.
2	SPA PO	When reviewing a proposal, if a VAS (vertebrate animals section) is included in the application, or the research plan/SOW mentions use of vertebrate animals such as mice, check that the animals approval attribute is marked as Yes in the GMAS request. If it is not, check with the department (GM and/or PI) as to whether or not live vertebrate animal will be used in the project. NOTE: custom antibody work is requires IACUC approval (see #5 under Considerations above). If custom antibodies are referenced in the application, mark Yes to animals in GMAS.

*The HMS IACUC must cede review to the VA IACUC for each protocol. Once the VA IACUC protocol has been obtained, the PO should send it to iacuc@hms.harvard.edu with a request to cede review. The PO cannot clear the GMAS approval (and animal work cannot commence) until the cede letter has been received from the HMS IACUC office.

**The term “department” is used here to refer to any school unit and includes divisions, centers, institutes, programs, and the like.



Harvard Medical School
Sponsored Programs Administration
Business Process – IACUC (Animal) Approvals in GMAS

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3	SPA PO	At JIT or award stage, checks for Animal IACUC Approval in the GMAS segment. If the Approval appears, PO checks for the IACUC protocol number as entered by the GM in any of the following areas: <ul style="list-style-type: none">• Request/Segment Approval for Animal IACUC – in Comments or Documents• Request-level Comments• Request-level Documents
4	SPA PO	<i>If the vertebrate animal research is being performed at another PHS-assured institution (as with training grants where trainees work in a hospital, or for the VA orgs*), our IACUC office may be able to <u>cede review</u> to the institution where the research is being performed. Email the IACUC approval documentation from the other institution to our IACUC office at iacuc@hms.harvard.edu. They will email a cede letter back to you. You may clear the Approval in GMAS once our IACUC’s cede letter is received.</i>
5	SPA PO	Upon receipt of the IACUC protocol number, PO logs into eIACUC* and: <ul style="list-style-type: none">• Selects the “IACUC” tab at the top of the page• Selects the “Approved” tab in the middle of the page• Under Filter by “ID” enters the IACUC protocol number and hits Go button• Clicks on protocol title to view approval information
6	SPA PO	Checks that the eIACUC protocol record contains information linking the award in question to the protocol. <ul style="list-style-type: none">• Upon clicking protocol title, arrives at the main protocol page• Next to Funding Source(s) will be either:<ul style="list-style-type: none">○ View (link), GMAS segment # and title – click on View to see sponsor, award number, and other identifying information.○ “There are no items to display” – email iacuc@hms.harvard.edu to ask whether the grant in question has been checked for congruency against the protocol.
7	SPA PO	<i>If protocol does not appear in eIACUC</i> , PO performs the following steps, in order, to retrieve a copy of the latest approval letter: <ol style="list-style-type: none">1. Checks the “IACUC approval letters” on the SPA shared drive If no letter in folder, PO: <ol style="list-style-type: none">2. Asks GM for a copy of the latest approval letter for the protocol If GM doesn’t have the letter, PO: <ol style="list-style-type: none">3. Sends an email to iacuc@hms.harvard.edu requesting the approval letter
8	SPA PO	If the approval is in the form of a letter (i.e., it’s not in eIACUC or hasn’t been updated with the subject grant in eIACUC, or it’s a cede letter), uploads the letter to the Animal IACUC Approval’s Documents section.
9	SPA PO	Navigates to the Animal IACUC Approval in GMAS and enters the following: <ul style="list-style-type: none">• Due Date: select “Upon Award”• Status: select “Done”• Approval/Assurance number: enter IACUC protocol #• Received: enter Approval Date from eIACUC (if using letter, this is the <u>initial</u> approval date, not the date of the last review or date the grant was added to the protocol)• Effective: enter Approval Date from eIACUC (same as above Received date)• Expires: enter Date of Expiration from eIACUC