

RAC Meeting Minutes

January 13, 2010

Announcements:

Our February meeting scheduled for 2-10-11 will be a closed meeting.

If you are not receiving RAC emails (and wish to) please let Vanessa know. We have switched servers and there have been some issues with the RAC email distribution list.

*If someone is not receiving RAC emails, they probably won't receive these minutes or this note...please pass this information on to those who need it.

***Presentation by Angela Peiser, Director, OAWA / IACUC (Handout Attached)**

- The Office of Animal Welfare Assurance (OAWA) is now located in BRB Mezzanine Ste. M023.
- Dr. John Sacci was recently selected as the new IACUC Chair.
- It is anticipated that OAWA/IACUC functions/services will be available online in July or August 2011 via CICERO. It is still unclear whether current protocols will be merged into this system or permitted to expire in paper version. Currently Administrators can be granted access through the individual 'accounts' set up by the PI. OAWA will look into permitting administrators departmental access, but it is unclear whether that functionality exists. Until CICERO is live for IACUC business, please continue to contact the office for status updates, approval letters, grant letters and/or training grant lists. Please utilize the office email account: iacuc@som.umaryland.edu.
- Several of the regulatory documents that the Institution is required to comply with will be updated over the course of the next year. Once it is known for certain how the changes will impact the Institution, the OAWA will be communicating with Investigators and Departments.
- The Institution's triennial AAALAC accreditation site visit will occur this fall (Sept – Nov 2011). More details to follow later this spring.

**Question: Is the AAALAC letter posted on your website?*

Answer: Not at the present time. It is anticipated that the OAWA website will be updated early this year to the new SOM format. With that update, an intranet will be established and this type of information will be present. The AAALAC letter is readily accessible to office staff and can be quickly provided upon request.

**Question: Is there any way to receive the IACUC Approval Letters when the PI does?*

Answer: No. If you cannot obtain from the PI, please send an email request to the office. Please be certain to include the PI name and IACUC number and/ or title.

***Presentation by Dennis Paffrath, Executive Director Sponsored Programs Administration**

- Reminder: January 25th –The NIH 3 day error correction window closes.

- SPA will no longer hold Coeus user group meetings. Instead there will be Quarterly 'Research Administration Meetings' held. The first meeting was postponed due to snow and will be rescheduled shortly. An agenda was distributed by email and includes the following topics:

Introductions of the SPA & SPAC Teams
 Changes to the Account Set Up and Maintenance Processes
 Coeus Updates
 Invoicing Reminders

- SPA has recently hired two new law school graduates to replace Wanda Alston and Kecia Oduor.
- Jeanne Galvin-Clarke is being transitioned out of the subcontract team to devote her energies towards creating the new Sponsored Programs Advancement team.
- There is a new 'team' in development in SPA that will cater to smaller departments. More news to follow...
- In coeus news...You can now route proposals with narratives in DRAFT form. It is in fact necessary to leave narratives in DRAFT form until they are in deed FINAL. If a proposal is routed with narratives marked FINAL. It will be considered FINAL and potentially submitted to the sponsor.

***Presentation by Susan McKechnie, Director & Comptroller of Financial Services**

- If you missed the two previous Equipment Inventory Training Sessions; there will be more sessions scheduled that you can sign up for.
http://cf.umaryland.edu/cits_training/index.cfm
- Susan contacted other University of Maryland campuses to inquire about how they handle Hotel charges; particularly to see if they allow University Pro Card holders to use their PCard to pay for such services. She discovered that UMBC does allow Hotel transactions on PCards. UMB is concerned about Hotel charges that are actually guest's personal charges; rented movies, food, etc. being charged to the Pro Card. These should not be charged to the PCard. This area is still up for discussion/debate as RAC members pointed out that travelers can use their own personal card to separate and pay for the personal charges.

***Sue Hobbs pointed out that UMB/UMCP seeds grants need not be routed in Coeus.**



UNIVERSITY OF MARYLAND
SCHOOL OF MEDICINE

OFFICE OF ANIMAL WELFARE ASSURANCE (OAWA)

- The OAWA is the regulatory oversight office for the SOM Animal Care and Use Program, and provides support for the UM SOM Institutional Animal Care and Use Committee (IACUC). All IACUC matters should be directed to this office.
- The OAWA's responsibilities include:
 - IACUC Administration
 - Animal Welfare Inspections and Compliance
 - Regulatory reporting
 - Training
 - Outreach and Communications
- Contact Information:
 - Office email: iacuc@som.umaryland.edu
 - Office URL: <http://medschool.umaryland.edu/iacuc/>
 - Office fax: 410-706-6577
 - Office / Campus Mail: BRB, Mezzanine Ste. M023

Angela Peiser, MS, CPIA
IACUC Director 410-706-4365

VACANT
IACUC Analyst 410-706-7859

Kate Bullock, BS, RVT, RLAT
Research Compliance Specialist 410-706-4374

HOW SHOULD FACULTY SUBMIT AN ANIMAL USE PROTOCOL?

- Meet with the IACUC Director or IACUC Analyst (*highly recommended*)
- Review IACUC Website and Guidelines
- Draft Animal Use Protocol (AUP)
- Request a pre-review by OAWA staff (*highly recommended*)
- Submit final Animal Use Protocol for IACUC review
- PI and all staff complete IACUC required training and the Lab Animal Exposure Risk Assessment (*while protocol is under review; completion required prior to final approval*)
- Respond to any queries post-IACUC review, if applicable
- Await final IACUC approval
- Order animals and begin research

***Allow approximately two (2) months to receive final approval from time of submission. The turn around time may be less or greater depending upon the quality of the submission and other variables. ***

OVER 

Grant Routing Information:

UM SOM Animal Care & Use Program

- OLAW Animal Welfare Assurance: A3200-01
- USDA Registered Research Facility
- AAALAC Accredited Program

Blanket statement for grants regarding the facility:

"All animals are maintained in the animal facilities of the University of Maryland School of Medicine. Animals are housed, cared for and used strictly in accordance with the Guide for the Care and Use of Laboratory Animals. The University of Maryland School of Medicine Animal Care and Use Program is fully accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC). The program of animal care is directed by a full-time, specialty-trained (American College of Laboratory Animal Medicine, ACLAM), laboratory animal veterinarian. The institution has an Animal Welfare Assurance on file with the NIH Office of Laboratory Animal Welfare (OLAW), Assurance Number A3200-01."

In COEUS, under Special Review Tab...

- Select "Animal Usage"
- Under approval, select appropriate category (*approved, exempt, not yet applied, or pending*)
- "IACUC #" – Protocol approved by IACUC. NOTE: The work described in the grant must be approved under this protocol #.
- "Latest approval date" – Original date of approval if within last year or annual report approval date

For program projects or training grants, the OAWA can provide IACUC grant lists for participating faculty. Please provide Ms. Peiser with a list of names and a grant list can be generated usually within 24-48 hours of a written request.

If a special letter is required relative to a pending IACUC review or title discrepancy between grant and IACUC protocol, please contact Ms. Peiser to generate the grant specific letter.

If the sponsor utilizes a separate "certification of approval" document, please contact Ms. Peiser to obtain the authorized signature (e.g., IACUC Director or IACUC chair signature), e.g., March of Dimes.

VETERINARY RESOURCES (VR)

- The procurement, husbandry, and veterinary care of all animals is the responsibility of Veterinary Resources, which consists of a staff of well trained and dedicated animal caretakers, veterinary technicians, veterinary assistants, and veterinarians.
- Veterinary Resources can provide purchase and animal care cost estimates, e.g., per diems
- Contact Info:

Louis DeTolla, VMD, PhD, DACLAM
Chief, Veterinary Resources
Phone: 410-706-3540
Office / Campus Mail: MSTF Rm. G100
Website: <http://medschool.umaryland.edu/vetmedicine/>

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