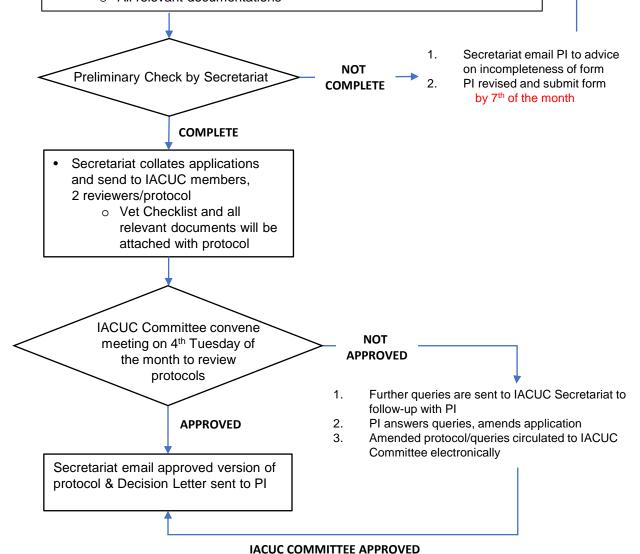# IACUC PROCESS FLOWCHART FOR NEW APPLICATION
(For Principal Investigator)

PI to use the latest version of IACUC application form available from 1ˢᵗ Dec 2023
https://www.singhealthdukenus.com.sg/research/about-institutional-animal-care-and-use-committee-(iacuc)

- PI completes IACUC application form, sends to SEMC Vet (Vets' emails available in IACUC application form) to pre-screen relevant Sections
- Vet endorses and signs (digital signature) completed Checklist and send PDF copy back to PI
- PI to revise IACUC application form if there are comments from Vet

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- PI submits duly completed application form (digitally signed for declaration) to IACUC Secretariat (iacuc@singhealth.com.sg) after SEMC's Vet endorsement by 7ᵗʰ day of the month.
- PI to ensure all the following documents are attached as 1 single submission to IACUC Secretariat:
    - IACUC Application form
    - Vet Check list
    - Updated RCULA cert (didactic)
    - Updated animal specific RCULA certs for all personnel handling animals
    - All relevant documentations

Preliminary Check by Secretariat → **NOT COMPLETE** →
1. Secretariat email PI to advice on incompleteness of form
2. PI revised and submit form by 7ᵗʰ of the month

COMPLETE

- Secretariat collates applications and send to IACUC members, 2 reviewers/protocol
    - Vet Checklist and all relevant documents will be attached with protocol

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IACUC Committee convene meeting on 4ᵗʰ Tuesday of the month to review protocols → **NOT APPROVED** →
1. Further queries are sent to IACUC Secretariat to follow-up with PI
2. PI answers queries, amends application
3. Amended protocol/queries circulated to IACUC Committee electronically

APPROVED

Secretariat email approved version of protocol & Decision Letter sent to PI

IACUC COMMITTEE APPROVED

For amendment request to approved protocol, PI please submit the latest version of the approved protocol in word format, **with track changes**, via corporate email to IACUC Secretariat (iacuc@singhealth.com.sg), indicating the amendment(s) made, in email and PI Summary of the form.