



April 22, 2014

TO: Addressees

FROM: Deputy Director for Intramural Research and Intramural Research Program Institutional Official, NIH

SUBJECT: Intramural Research Program (IRP) Animal Study Proposal Template

This memo establishes the IRP Animal Study Proposal (ASP) form as a stand-alone template and removes it from NIH Policy Manual 3040-2: [Animal Care and Use in the Intramural Program](#). The relevant information in this template must be provided to IC ACUCs since it contains essential, required information used for review of animal research proposals, including requirements found in policy and regulation outlined below.

More precisely, the NIH Intramural Research Program's (IRP's) Animal Welfare Assurance requires that IC Animal Care and Use Committees (ACUCs) review proposed animal research and determine that the activities will be conducted in accordance with:

- PHS Policy on Humane Care and Use of Laboratory Animals,
- Animal Welfare Regulations,
- *The Guide for the Care and Use of Laboratory Animals*, and
- The IRP's Assurance itself.

The information contained in the attached template is also used after project approval by IRP animal research programs and ACUCs with regard to managing and overseeing IRP collaborations, trans-IC management within Shared and Central animal facilities, and activities conducted by the Office of Animal Care and Use.

The content of the attached ASP template includes information requested in the regulations and standards above. The elements in the ASP template must be addressed as minimum information for ACUC review. The order of the elements and format should generally be preserved in the order they appear to ease the work of the ACUCs. However, this template does not preclude the creation of electronic or web-based versions by ICs. An electronic version could even simplify the form by embedding or hiding some elements, if a particular section is not applicable for a given project, e.g. surgery, anesthetics, etc. Likewise, an IC ACUC may add additional information to the template at its discretion to customize the ASP to meet specific requirements of an IC's research projects.

Please direct questions or comments regarding the intent or contents of this memorandum to me or to the Director, Office of Animal Care and Use, telephone: 301-496-5424.

Michael M. Gottesman, M.D.

Attachment: Animal Study Proposal Template

Addressees:

IC Scientific Directors  
IC ACUC Members and Coordinators  
IC Animal Program Directors  
NIH Intramural Principal Investigators