

NIH/IRP Animal Research Advisory Committee (ARAC) ARAC Guideline Administration

According to [NIH Manual Chapter 3040-2](#), “ARAC Guidelines are established by ARAC for use by ICs in reviewing, interpreting, and providing oversight of animal care and use activities and PIs during the conduct of animal activities.”

Triennial Review

All ARAC Guidelines are reviewed and approved by ARAC at least triennially. The ARAC Executive Secretary coordinates the triennial review process.

ARAC Guidelines that are due for triennial review are announced 2-6 months prior to their scheduled review. Volunteers are requested for the triennial review subcommittees to achieve the following composition:

- Subcommittee Chair
- At least 1 ARAC member
- At least 1 APD Committee member
- Subject matter experts (i.e., facility management, ACUC coordinators, veterinary staff, etc.)

Consideration should be given to including remote campus representation (i.e., NIA, NIDA, NIEHS, NIAID-RML) on triennial review subcommittees, and the subject matter of the guideline may influence the final committee composition.

The ARAC Executive Secretary confirms subcommittee membership and tracks the review status. Triennial review subcommittees are tasked with a full review of the guideline to include updating references. The use of an OACU-hosted shared EndNote Library will be required as of 2025 to manage and harmonize guideline references.

The revised guideline will be reviewed by the APD Committee. Once endorsed, it will be forwarded to ARAC for final review and approval. Once approved, the ARAC Executive Secretary will finalize the guideline for release.

Administrative Changes

Minor, administrative changes to existing guidelines may be necessary to update hyperlinks, dates, or to correct spelling/formatting errors. These types of non-substantive changes may be made at the request of an ARAC or APD Committee member to the ARAC Executive Secretary. The ARAC Executive Secretary will coordinate the administrative change(s) and provide notification to ARAC and the APD Committee when complete.

Proposing New Guidelines

New guidelines may be necessary when there are regulatory updates or to address programmatic issues with an NIH-wide scope. A member of ARAC or the APD Committee may propose a new

guideline. Consideration must be given to the potential implementation impacts as well as harmonization with existing NIH Manual Chapters. New guidelines must be endorsed by ARAC prior to development and the subsequent subcommittee composition will be the same as a triennial review subcommittee. Once drafted, the new guideline should be endorsed by the APD Committee prior to final review and approval by ARAC.

Archiving Existing Guidelines

Existing guidelines may need to be archived when there are regulatory updates or when a guideline is no longer applicable to the NIH/IRP animal program. A member of ARAC or the APD Committee may propose archiving an existing guideline. Once proposed, this action should be endorsed by the APD Committee and approved by ARAC.

Approved: 09/25/2024