

Institutional Animal Care and Use Committee		UNT Health
Title: Designated Member Review after Full Committee Review		
Document #: 041	Version #: 07	
Approved by IACUC Date: September 23, 2025		

## A. BACKGROUND INFORMATION

- a. This standard operating procedure describes the action of the Institutional Animal Care and Use Committee (IACUC) to meet the requirements of the Public Health Service Policy on the Humane Care and Use of Laboratory Animals (PHS Policy) in a situation upon which after full committee review of an animal protocol, the IACUC decides that modifications are needed to secure approval.
- b. Only two methods of IACUC review are allowed by the PHS Policy ([PHS Policy IV.C.2](#)): Full Committee Review (FCR) by a convened quorum of the members of the IACUC, or Designated Member Review (DMR) by one or more members.
- c. To conduct DMR, the following conditions must be met: all members of the IACUC must be given an opportunity to call for FCR, either for each individual protocol or by previously established written standard procedure, as described below. If, and only if, no member requests FCR, the protocol may be reviewed by one or more qualified members appointed by the Chair.

## B. RESPONSIBILITIES

- a. It is the responsibility of all of the IACUC members to initially approve and to follow this standard operating procedure.

## C. PROCEDURES

- a. If a protocol being reviewed at a full committee meeting does not meet standards for approval and modifications are needed, the IACUC can take the following actions:
  - i. If **all** members of the IACUC **are** present at a meeting, the committee may vote to require modifications to secure approval and have the revised research protocol reviewed and approved by designated member review (DMR), or returned for FCR at a convened meeting.
  - ii. If **all** members of the IACUC **are not** present at a meeting, the committee may use DMR subsequent to FCR according to this SOP, which serves as an advance written agreement from all IACUC members:
    1. A quorum of members present at a convened meeting may decide by unanimous vote to use DMR subsequent to FCR when modification is needed to secure approval.
    2. However, any member of the IACUC may, at any time, request to see the revised protocol and/or request FCR of the protocol.

- iii. DMR may result in approval, a requirement for modifications (to secure approval), or referral to the full committee for review. DMR may not result in withholding of approval.
- iv. If a protocol is assigned to more than one designated reviewer, the reviewers must be unanimous in any decision. They must all review identical versions of the protocol and, if modifications are requested by any one of the reviewers, the other reviewers must be aware of and agree to the modifications.
- v. When DMR is used, the approval date is the date that the designated member(s) approve the study.

#### **D. REFERENCES**

- a. OLAW Notice Number: NOT-OD-09-035: Guidance to IACUCs Regarding Use of Designated Member Review (DMR) for Animal Study Proposal Review Subsequent to Full Committee Review (FCR) webpage: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-035.html>, accessed 11/14/2014.
- b. Public Health Services Policy on Humane Care and Use of Laboratory Animals: <http://grants.nih.gov/grants/olaw/references/phspol.htm>