

Vertebrate Animal Research Parent Information Form

Dear parents and guardians:

Your son or daughter is planning on submitting paperwork to the RRPS Science Review Committee (SRC) that involves proposed research on vertebrate animals. This paper is designed to inform you of the procedures and requirements that they are facing. Because of many special considerations involved in this type of research, even at the high school level, there are more steps and scrutiny they must undergo before they can be approved to begin their project, specifically that the project also needs review and approval by the IACUC at UNM. Consequently, approval of the project can take many times longer than other research proposals. These protocols are adaptations of standard practices in institutional research on vertebrates and are designed to insure safe and humane treatment of the animals, as well as expose students to the educational environment of higher-level research. RRPS's Student Research Expo feeds directly into the regional level of the International Science and Engineering Fair (ISEF) and therefore we follow their requirements for research approval.

Steps for Approval:

1. **BEGIN EARLY!** Below are the deadlines. These are the latest the steps can be met, not the recommended start times. It is in the best interest of the students to be well-ahead of these dates, since there are often unforeseeable obstacles and delays that arise.
2. Parents/guardians and student read and sign this form and submit it to Mr. Keeney by **7 February**, 2008, 2:45 pm in SC116 or the SciMatics Academy office. One form is needed for each student if the project is a team effort.
3. Submit SRC paperwork to Mr. Keeney or the SciMatics office by 2:45 pm on **28 February**, 2008. Besides the normal requirements for SRC submission, vertebrate animal paperwork needs to:
 - a. address specific questions and concerns outlined in the Addendum for Vertebrate Animals Checklist (*see the Expo website for the form*). Include these responses in the experimental design in a specific section labeled, "Vertebrate Animal Addendum".
 - b. include a sixth (*or subsequent*) reference in the bibliography that specifically addresses the care of the specific species of vertebrate. One is needed for each species. These references need to be annotated, which are short summaries on the contents and relevance of the sources.
 - c. include a designated supervisor and properly completed form 3. For most projects with family pets, this can be a parent or other responsible adult.
 - d. include a properly completed Form 5A.
4. Projects done at a research institution, most nutritional studies, or any study that may stress the animals beyond their daily routines will also require oversight by a qualified scientist. In addition to the requirements listed above in step 3, these projects require a Form 1C, Form 2, and Form 5B. It is best to contact Mr. Keeney (*see below*) if these requirements are unfamiliar.
5. Once the project is approved by the SRC (*Approvals often take several submissions – don't worry, this is normal. It is just part of the learning process.*) it needs to be sent to the Institutional Animal Care and Use Committee (IACUC) at UNM. The SRC will take care of sending the packet. However, please understand that this is the same committee that reviews all of UNM's vertebrate animal research proposals, and the process can take a number of weeks or more. Often the committee will have recommendations of their own, and these need to be met before the IACUC will approve the project. Feedback will normally be sent directly to the student's sponsoring teacher, although Mr. Keeney will likely have updated information, or at least be able to inquire of the status.
6. Once the project is approved by the IACUC, notification will be sent to the sponsoring teacher, and experimentation can begin. There is no need to wait for the paperwork to be returned (*UNM will keep the signed copies*) or for the registration booth tag. Notification by IACUC directly or the sponsoring teacher is sufficient. The SRC will normally return the unsigned copies originally submitted with a RRPS Expo registration tag attached within a few days after the student is notified by IACUC of the approval. If the student does not receive this in about a week after IACUC notification, please contact Mr. Keeney and inform him of the situation.

Please sign below that you have read the above information. If you have any further questions, please contact Mr. Keeney.

Good luck with the project, and please remember: Begin Early!

Parent/Guardian's Printed Name:	Signature:	Date:
Student's Printed Name:	Signature:	Date:
Sponsoring Teacher's Printed Name:	Rob Keeney – SRC Chair, RRHS 896-5773 (office and voicemail) rkeeney@rrhs.rrps.k12.nm.us Expo Website Address: http://www.rrps.net/Newrrhs/expo.htm	