

Vertebrate Animal Research Parent Information Form

Dear parents and guardians:

Your son or daughter is planning on submitting paperwork to the RRHS Science Review Committee (SRC) which involves research on vertebrate animals. This signature and information form is to help you understand the procedures and requirements they will need to address. Because of many special considerations involved in this type of research, there are more steps and scrutiny they must undergo before they can be approved to begin their project. Specifically, the project needs to be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) at UNM, after it has been approved by our local SRC. Consequently, approval of the project can take many times longer (sometimes up to several months) compared to other research proposals. These protocols are adaptations of standard practices in institutional research on vertebrates world-wide 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. RRHS'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. This allows our students to bring their research to advanced levels of competition.

Steps for Approval:

1. **BEGIN EARLY!** Below are the deadlines. These are the latest each of 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.
2. Parents or guardians and student read and sign this form and students submit it to Mr. Keeney at RRHS or Ms. Olivas at CHS by **11 September**, 2018, 2:45 pm in ET101 for RRHS or Rm 3111 for CHS. Each student needs to submit his or her own form if the project is a team effort.
3. Submit completed vertebrate animal SRC paperwork to Mr. Keeney or Ms. Olivas by **09 October**, 2018. Besides the normal requirements for SRC submission, vertebrate animal paperwork needs to:
 - a. address specific points outlined in the Addendum for Vertebrate Animals Checklist. Include these responses in the research design in a 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. Please contact Mr. Keeney (*see below*) for questions.
5. Once the project is approved by the SRC (*Approvals often take several submissions – don't worry, this is normal!*) 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, or the student himself, although Mr. Keeney will likely have updated information, or be able to inquire on the status.
6. Once the project is approved by the IACUC, notification will be sent to the sponsoring teacher, and research 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 the original paperwork back 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 Coordinator, RRHS 962-9303 (office and voicemail) rob.keeney@rrps.net	