Office for Responsible Research Semester Break Information
The Office for Responsible Research (ORR) will implement the partial shutdown during Winter Break again this year and will be closed from December 23, 2013 through January 1, 2014. In preparation for the break, please note the following information:

IACUC (Institutional Animal Care and Use Committee) Review
The full IACUC committee will meet January 8, 2014 due to the University holiday on January 1.

There will be no Designated Member Review (DMR) meeting during the week of December 23-27. Investigators who wish to have their protocols reviewed prior to the break must submit applications by noon on December 11 for review at the December 19 designated review meeting. Applications received after 12PM on December 11 until noon on December 18 will be scheduled for review during the January 2, 2014 DMR meeting.

Investigators may submit IACUC applications via email to IACUC@iastate.edu during the break. Applications received after noon on December 18 or during the break will be scheduled for review at the January 9, 2014 DMR meeting.

IBC (Institutional Biosafety Committee) Review
The break does not alter the IBC meeting schedule or deadlines for submission. Applications for IBC review may be sent via email to bphc@iastate.edu during the break; these applications will be processed for review after ORR reopens on January 2, 2014.

IRB (Institutional Review Board) Review
IRB meetings will be held as scheduled, pending the availability of IRB members. Please note the special application submission deadline of December 10 for review at the January 7, 2014 IRB meeting. The deadline was changed to allow IRB staff adequate time to prepare applications for IRB review.

Investigators may submit completed and signed IRB applications via email to IRB@iastate.edu any time during the break. However, review of applications will not occur during the time that ORR is closed.

RSC (Radiation Safety Committee) Review
Applications for Radiation Safety Committee review may be submitted via campus mail to the Radiation Safety Officer in Environmental Health and Safety (EH&S) at 2809 Daley Drive. These applications will be reviewed after the break beginning January 2, 2014. Investigators can check the EH&S website for updated information about their plans during the winter break.

Export Control Review
Review of Export Control worksheets by ORR is not guaranteed during the time that ORR is closed. However, worksheets can be submitted during this time via email to export@iastate.edu for processing as availability permits.

Conflict of Interest Review
COIC Disclosures will not be reviewed during the time that ORR is closed. However, disclosures can still be submitted through AccessPlus for review after January 1, 2014.

The group/committee emails mentioned above will be checked once daily during the break on weekdays that do not involve University holidays. Email is the preferred method of communication during the break. However, for urgent/emergency situations, investigators may call 294-4271; voicemail messages will also be checked daily on weekdays that do not involve University holidays.