

### **Office for Responsible Research Winter 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, 2016, through January 2, 2017. 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 4, 2017.

There will be no Designated Member Review (DMR) meeting during the week of December 26–December 30. Investigators who wish to have their protocols reviewed prior to the break must submit applications by **noon on December 14** for review at the December 22 DMR meeting.

Applications received between noon on December 14 and noon on December 21 will be scheduled for review at the January 5, 2017, DMR meeting.

**Note: PIs who have renewals due by January 7, 2017, must submit applications by noon on December 21 in order for the application to be reviewed on January 5, 2017. Please note, however, that review on January 5 does not assure approval. We recommend that you submit renewals before December 14 to allow adequate time for committee review and questions. Please also note that if you have USDA-covered animals, you may not meet the above deadlines due to the required veterinary pre-review.**

Investigators may submit IACUC applications via email to [iacuc@iastate.edu](mailto:iacuc@iastate.edu) during the break. Applications received after noon on December 21 or during the break will be scheduled for review at the January 12, 2017, 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](mailto:bphc@iastate.edu) during the break; these applications will be processed for review after ORR reopens on January 3, 2017. The submission deadline for review at the January 10, 2017, IBC meeting is January 3, 2017.

#### **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 16 for review at the January 10, 2017, 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](mailto:IRB@iastate.edu) any time during the break. However, review of applications will not occur during the time that ORR is closed.