

The OLAW Annual Report

Eileen M. Morgan

Director, Division of Assurances

NIH, OER, OLAW

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PHS Policy Reporting Requirements

Annual Reporting is required of each institution with an approved Assurance

PHS Policy Part IV.F



PHS Policy Reporting Requirements (Part IV.F.)

1. At least once every 12 months, the IACUC, through the Institutional Official, shall report in writing to OLAW:
 - a. any change in the institution's program or facilities which would place the institution in a different category than specified in its Assurance (see IV.A.2.of this Policy);
 - b. any change in the description of the institution's program for animal care and use as required by IV.A.1.a.- i. of this Policy;

PHS Policy Reporting Requirements (Part IV.F.) cont

- c. any changes in the IACUC membership;
and
- d. notice of the dates that the IACUC conducted its semiannual evaluations of the institution's program and facilities and submitted the evaluations to the Institutional Official.

PHS Policy Reporting Requirements (Part IV.F.) cont

2. At least once every 12 months, the IACUC, at an institution which has no changes to report as specified in IV.F. 1.a.-c. of this Policy, shall report to OLAW in writing, through the Institutional Official, that there are no changes and inform OLAW of the dates of the required IACUC evaluations and submissions to the Institutional Official.

What to Report: Changes in the Institution's Animal Care and Use Program

- Change in the institution's program or facilities which would result in a change of category for the Institutional Program Evaluation and Accreditation

What to Report: Changes in the Institution's Animal Care and Use Program

- Changes to the animal care and use program as described in the Animal Welfare Assurance
- Change in the IO or IACUC Chair
- Change in the lines of authority or administrative reporting channels
- Modification of IACUC procedures (III.D. 1-10)

What to Report: Changes in the Institution's Animal Care and Use Program

Change in the IO or IACUC Chair

- Please provide:
 - Mailing address
 - Telephone number
 - Fax number
 - e-mail address
- For both IO and Chair

What to Report: Changes in the Institution's Animal Care and Use Program

- Change in the veterinarian
- Change in the veterinarian's authority or responsibility
- Modifications to the occupational health or training programs
- Changes in buildings, species or approximate numbers of animal housed

What to Report: Required Items

- Dates the IACUC conducted its semiannual program evaluations and facility inspections
- Minority Views
- Changes in the IACUC membership

What to Report: Required Items

- Dates the IACUC conducted its semiannual program evaluations and facility inspections
 - Program review and facility inspections should be performed at least once every 6 months
 - In calendar year reporting the two reports should be performed in the same year



What to Report: Required Items

- Minority Views
 - Reports filed under IV.F. of the PHS Policy shall include any minority views filed by members of the IACUC
 - Records of semiannual IACUC reports and recommendations as forwarded to the Institutional Official
 - Recommendations regarding any aspect of the institution's animal program, facilities, or personnel training



What to Report: Required Items

- Changes in the IACUC membership
 - Completion of the Position Title Column
 - Completion of the PHS Policy Membership Requirements
 - Names of the members, other than the Chair and the veterinarian may be represented by a number or symbol in the annual report



Reporting Periods

Calendar year vs. non-calendar year

Due dates:

- Calendar year due to OLAW by January 31st
- Non-calendar year due to OLAW 30 days past the end of the 12 month reporting period

Annual Report Format

- A suggested Annual Report format is available on the OLAW website <http://grants.nih.gov/grants/olaw/sampledoc/rptprt.htm>
- The Annual Report must be signed and dated by the Institutional Official and the IACUC Chair

Completing the Annual Report

- You may download the form from the OLAW website as a template and complete the report
- Must print the form and submit
- Currently (12/09) no on-line or direct submission



Submitting the Annual Report

Preferred submission methods

- Fax the completed Annual Report to:
301-915-9478
- Convert the signed Annual Report to a PDF document and e-mail to:
olawarp@mail.nih.gov



OLAW Web: <http://olaw.nih.gov>

Contact OLAW
olaw@od.nih.gov

Division of Assurances
olawdoa@mail.nih.gov

Division of Compliance Oversight
olawdco@mail.nih.gov

Division of Policy and Education
olawdpe@mail.nih.gov



Please Send Questions to
OLAW via the Question Box
on your Screen



IACUC Staff Online Seminar Series Schedule

March 11, 2010: Physical Plant Issues

June 10, 2010: Ethics and IACUC Responsibility

September 9, 2010: Discussion of OLAW FAQs

December 9, 2010: IACUC Review of Proposed Animal Activities

March 10, 2011: IACUC Responsibilities Beyond Protocol Review and Facilities Inspection

June 9, 2011: Writing a Good Assurance

September 8, 2011: Occupational Health and Safety Programs

December 8, 2011: Grants Policy and Congruence

OLAW Online seminars for IACUC Staff are recorded.

You can view recorded seminars on the OLAW webpage at

http://grants.nih.gov/grants/olaw/educational_resources.htm

OLAW also supports Workshops in all parts of the U.S.

Upcoming locations: Lafayette, LA; Baltimore, MD

Won't you join us in person for a workshop?

More information is available on the OLAW webpage at

<http://grants.nih.gov/grants/olaw/workshop.htm>