

(Appendix I)

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



INSTITUTIONAL ANIMAL CARE AND USE

GUIDELINES FOR REVIEWING PROPOSALS INVOLVING LABORATORY ANIMAL EXPERIMENTATION BY IACUC

On reviewing any proposal that involve animal use, the following guidelines which must be taken into consideration is provided. Use of the guidelines will ensure standardization of the review process.

1. PROJECT TITLE

- The proposal should have a short project title that uses key words that best describe the study.
- The title should also be clear and scientifically valid.

2. TABLE OF CONTENTS

- Should include all the important key sections as per MUHAS proposal guideline.

3. LIST OF ABBREVIATIONS

- All abbreviations in the proposal document should be included in the abbreviation list and arranged in alphabetical order.

4. DEFINITION OF TERMS

- All-important key terms written in the proposal should be defined.

5. SUMMARY OF THE PROPOSAL/ABSTRACT

- Should contain all important element i.e. background, objectives, methodology and budget according to MUHAS guidelines.

6. BACKGROUND INFORMATION AND LITERATURE REVIEW

- A brief introduction that explains the existing research gap, questions, needs or new ideas that led to propose the study should be described

- The subject to be researched should be thoroughly reviewed.

7. PROBLEM STATEMENT

- Existing research gap should be clearly stated.

8. STUDY OBJECTIVES

- Specific objectives should be Specific, Measurable, Achievable, Relevant and Time-oriented (SMART).

9. STUDY JUSTIFICATION

- The author should indicate the need for use of animals other than alternatives, stating why non-sentient experimental systems are not suitable for the proposed study.
- The author should show potential benefits of the proposed experimental animal studies to the human and animal health, advancement of knowledge and the public goods.

10. MATERIAL AND METHODS

10.1 Experimental design

- Should indicate how the animals will be assigned into different treatment groups.
- Should indicate what is the experimental unit
- Should indicate whether there are replications
- Should show that the sample size is justifiable including animal used for pilot studies
- Should describe the randomization process

10.2 Experimental procedures

- The authors should clearly describe all the experimental procedures, their frequency, duration, and how they will be performed on the animals and the expertise and experience of the person performing the procedures.
- The authors should indicate route of drug administration, dose, regimen
- Any surgical procedure and the post-operative care should clearly be indicated
- The author should indicate where body fluids or tissues will be collected
- The authors should indicate how collected samples are transported, stored, processed and analysed to generate data.

11. ETHICAL CONSIDERATION

- Animal husbandry (housing, lighting, temperature, feeding, water, restraint, enrichment) and handling should be clearly shown.
- The authors should indicate how pain, stress, distress and suffering to the animals will be minimized or avoided.
- The authors should indicate what kind of anaesthesia, analgesia and euthanasia will be used.
- The author should indicate how humane termination of experiment and disposal of animals will be done.

12. DATA ANALYSIS

The authors should indicate the type of data, statistical method(s) of analysis and how the generated data are statistically analysed.

13. PROFILES OF PI AND CO-INVESTIGATORS INVOLVED IN LABORATORY ANIMAL EXPERIMENTATION

- The authors should provide names and affiliations of the PI and co-investigators responsible for laboratory animal experimentation.
- The authors should indicate the skill and experience investigators responsible for laboratory animal experimentation.
- The authors should indicate all other personnel involved in laboratory animal experimentation.