

Dear New Investigator,

If you will be doing animal research at UCSD as a Principal Investigator, there is a great deal of information that you are responsible for knowing. We are here to help you find your way through the maze. Please feel free to contact the Animal Welfare Program, 858-534-6069, iacuc@ucsd.edu, with any questions you have.

1. An early part of this process is submitting an Animal Use Protocol to the UCSD Institutional Animal Care and Use Committee (IACUC). Here is a link to the IACUC website where you can access the Principal Investigator requirements, information needed to submit an animal protocol, and a number of other resources that will assist you as a new PI: <http://iacuc.ucsd.edu>. The "Start Here" section will give you valuable information on submitting a protocol and other requirements. Please read [Policy 22.03 Eligibility for Principal and Secondary Investigator](#) to make sure that you meet the requirements for Principal Investigator.

2. In order to submit a protocol or any of the online forms you will need a login/password. You may request one at this location: <http://iacuc.ucsd.edu/LoginRequest.aspx>

There are several things you (and in some cases your staff) will need to do before you can import animals from your old institution, order new animals, or begin your studies.

3. We hope that you met with the Animal Care Program (ACP) staff prior to accepting your appointment. If you have not, please meet with the Animal Care Program as soon as possible to arrange for housing, equipments, vivarium space, etc. for your animals. We suggest you contact them immediately, as vivarium space is tight, and the more lead time ACP has, the sooner you can proceed with your study after your protocol is approved. The ACP website is <http://animalhealth.ucsd.edu> and the main office number is 858-534-4262.

4.. After space is assigned, before you can physically enter an animal facility, you and your staff must each submit your online Personnel Qualifications forms with your training and experience specific to the animal species on your protocol(s). When a request for a login/password is received, our office sends back instructions on how to complete this form. Please let our office know as you add additional staff so that we can assist them in getting started.

5. Additionally, before vivarium access can be granted, you and your staff must attend the mandatory 'Orientation to Animal Research'. The schedule for this 4-hour course can be found at <http://animalhealth.ucsd.edu:9000/training> . You will need to use your log-in and password for the IACUC/ACP websites to register for the class.

6. Once your protocol is approved, you have completed your PQ and attended the Orientation, you are able to receive your facility access. You will need an ACP Photo ID badge - and you can apply for this online at: <http://animalhealth.ucsd.edu/Forms/index.asp?vAction=accesscard> . Complete and print the form, and bring it to the ACP Business Office located on Campus in the Jacaranda Building to have your photo taken and access arranged. They do this on Tuesday and Thursday afternoons. Please contact ACP at 858-534-4262 for further information.

We hope this information is helpful. We are all looking forward to assisting you with your studies.

Thank you,
The Animal Welfare Program
858-534-6069
email us at iacuc@ucsd.edu
web site: <http://iacuc.ucsd.edu>