**Reminders and helpful hints on commonly overlooked items:**

**New protocols:**

○ Genus and species are indicated.

○ For blood draws/injections: location on animal; volume; needle dimensions are given.

○ If anesthesia and/or euthanasia are proposed the dosages are indicated along with injection
 location, volume, and needle dimensions.

○ For all personnel on the protocol each has appropriate CITI training completed.

○ For a category “D” or “E” protocol, the literature search for alternatives has been done with
 the search key words including the term “**alternatives**” in the list along with the search
 engines used.

○ For statistical justification, calculations of “n” are included with reference(s); for pilot studies
 the verification of lack of sufficient data or published data from other labs is included.

**Annual updates:**

○ For annual updates in which the work done was approved as a pilot study, the
 continuation of the project will likely not be a “pilot” study as sufficient data for calculation
 of animals numbers; statistical justification of “n” will be needed in the annual update for
 additional animal experiments.

○ For annual updates, **any change in the number of animals is indicated with brief
 justification**.
 Indicate the number proposed in the original protocol; the number used during the year of
 the update, and the number to be used in the upcoming year.

**NIH grant protocols**:

○ For NIH grant-associated protocols, the “vertebrate animal use” pages are attached.

Please remember that **all investigators** (even DVMs) are required to contact the Attending Veterinarian if any issues regarding the health and well-being of the animals on protocol occur!