



UMD MAES REC Animal Use Request Form

(Please route form electronically for signatures - do not submit manually)

This request must be completed by any PI planning to use animal subjects for research purposes. This form can be completed before or during the IACUC approval process, but **research projects cannot begin without completion of this form and an approved IACUC protocol**. It is the responsibility of the PI to provide the Facility Manager with a final, approved IACUC protocol to be kept on file with this form.

Which AGNR Strategic Initiative best describes this study?

PI:	Department:
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Email:	Facility:
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Study Title:

Briefly describe intended study:

Duration:	Start Date:
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Species:	Number of animals:
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Select Yes or No to the following questions using the space below to elaborate on an questions with a Yes response.

Does the research involve treatment that will require extra costs?
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Does the research alter the production level or sale value of animal or offspring?
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Will the research be terminal for the animal?

Will the research result in permanent alteration because of surgery, diet, or other treatment?
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Will the research affect growth and development?
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Will the research affect breeding age or data?
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Will the research require movement of animals from the facility?
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Provide additional details to the above questions:

What services, other than availability of animals, will be requested of animal caretakers?
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What are you requesting the Center facility to supply? (i.e. items and care beyond regular care of animal)
What items will PI supply for the research?
Does the PI have the ability to provide financial support to the center from grants or other available funds?

<i>Does the study align with additional Strategic Initiatives? Select all that apply.</i>
Establish a healthy food system and ensure global food security
Ensure a clean and healthy Chesapeake Bay
Advance innovative, profitable, and sustainable agricultural production systems
Improve human, animal, and environmental health
Optimize urban environments through design, green technology, and community engagement

Signatures:

Date:

Principal Investigator:

Department Chair:

Facility Manager:

Center Director:

****It is the responsibility of the PI to provide the Facility Manager with a final, approved IACUC proposal prior to the start of the research project****

Best practices for working on MAES Research and Education Centers

1. The first step in initiating a research project at a farm is to contact the farm manager and discuss your research project with them. This step will ensure that the research can be accomplished as you envision it. The managers can also inform you about the facilities that are available to them and the things they would need from you to complete the work.
2. Bring the graduate students or technicians that will be working on the project to the farm to introduce them to the farm manager and show them the experiment.
3. It is advisable (although not required) for you and your students/technicians to contact the farm manager before your planned visit to a Research Farm to make sure that you are able to access your research site. This suggested practice would save you and your students an unnecessary trip to the Research Farm. The contact information of all the farm managers is provided in the attached sheet.
4. When a graduate student is conducting research at the farm, please mentor them on how to work as a team with the farm staff. Conducting animal research is a partnership, and the farm managers are a wonderful resource and your "eyes on the ground" during the season. We recognize that most students don't come from farm backgrounds and need education on how to work in that environment.
5. Each experiment with an IACUC protocol needs an Animal Use Request Form (AURF). It might be useful to fill out the AURF with the farm manager to make sure all parties involved with your research are on the same page.
6. Animal Use Request Forms should be completed by the Researcher only; please refrain from having others complete the form (i.e. students or other employees). The forms require detailed information and should be completed in their entirety. AURFs should be routed for signature as follows: **Principal Investigator, Department Chair, Facility Manager, Center Director.**
7. Contact to Department Chair to learn about the procedure to obtain approval from IACUC for your project.

Best practices for Farm Managers

1. Acknowledge receipt of AURF from researchers even if no specific resource requests are made and follow up with questions if appropriate.
2. When possible, reach out directly to researchers if chemical applications/large scale management activities are planned in the next 48 hours for their study site or neighboring site during important data collection time windows noted in the AURF. This will decrease situations where time-sensitive research activities with large field crews or specific equipment must be canceled or rescheduled due to planned chemical application/management.

MAES DIRECTORY
(AS OF 9/2022)

Person	Role	Facility	Email	Phone Number
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