

***Office use only***

***Date of PTJ receive:***

***Date of scientific merit review:***

***Date of IACUC receive:***

**INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)**

**Universiti Putra Malaysia**

**Check list for ApplicantS – RESEARCH**

Please check [√] and enclose the following documents as itemised below.

Proof of Scientific merit: [ ] No (Complete A & B)

[ ] Yes (Complete B only)

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| **A. Requirement for Scientific Merit.**Please send **ONE hardcopy** to the PTJ.  |
| **Documents**  | **Applicant** | **PTJ****(for office use)** |
| 1. | \*Scientific merit review (103) |  |  |
| 2. | AUP Form (101) / AUP Form (108) |  |  |
| 3. | Brief research proposal |  |  |
| 4.  | One or two pertinent research papers related to the proposed animal study |  |  |
| \*Scientific merit reviewer should blindly assigned, and endorsed by the PTJ.\*Please use Form AUP 108 if only the Animal Tissues or Specimens Use in Research (Category A)**B. Requirement for IACUC application.**Please email **softcopy** to **iacuc@upm.edu.my,** and send **ONE hardcopy** to the IACUC Secretariat**.**  |
| **Documents** | **Applicant** | **IACUC Secretariat****(for office use)** |
| 1.  | Scientific merit (evidence of institutional approval to conduct proposed animal study; grant offer letter etc.); **or** All documents in (A) |  |  |
| 2. | \*AUP Form (101)  |  |  |
| 3. | AUP checklist and review form (107) |  |  |
| 4. | Client consent form (104)- if applicable |  |  |
| 5. | Supporting document (animal monitoring sheet, permit, references, etc.) |  |  |
| 6. | Fee Charge Form (Please provide the copy of UPM’s official receipt or proof of payment) - Not applicable for UPM undergraduate student |  |  |
| Signature:Name:Date:  |  |

\*AUP Form 101 should be revised based on comments by Scientific Merit reviewer (if any) prior to submission.