As the semester ends...

We have arrived at graduation season, although with two days of snow this past week, it certainly is a bit difficult to believe that the spring semester is over and another summer has just about arrived!

The RICRO staff would like to thank our extended family of faculty, staff and students for your enthusiasm, patience and assistance this past year as we have been rolling out new training modules and new electronic systems and forms. We know — change is never easy! Even with a learning curve for everyone, we hope that you would agree that the benefits to end users and CSU at large in moving to a paperless online system (eProtocol) certainly outweigh the growing pains that accompany learning anything new.

This past academic year has been a busy one for RICRO and the committees that we work with: launching eProtocol for the IACUC, a new IBC training module and Regional Biosafety Group, increasing our efforts with RCR training presentations, continuing to improve the IRB eProtocol system, and coping with employee changes. Thank you for your help and understanding through this busy year.

Congratulations to the Class of 2010, a big thank you to our hard working committee members, and wishing you all a safe and fun summer!

Best wishes,

RICRO Staff

Congratulations— May Milestones!

May is an important month not only for our 2010 graduating class, but also for some folks near and dear!

Betty Eckert and Ralph Smith have recently retired from Colorado State University. We can’t thank you both enough for your many years of dedication, service, and friendship. You both have made a huge difference to countless staff and students across campus and you will be missed! Thank you again, Betty and Ralph, and stay in touch!

Congratulations also go out to our very own Director, Kathy Partin, who was recently promoted to Professor in the Department of Biomedical Sciences. We couldn’t be happier for you, Kathy!
A Farewell Ode to RICRO - Luci Storelli-Castro

I succinctly remember the first time that I walked into the RICRO main office tucked away in the relatively little known and recluse General Services Building. I had never been to the RICRO office before and a purview of the website only moments before had left me with only scant knowledge of the duties the office was entrusted to carry out.

Still, I needed a job. Majoring in political science and philosophy had seemed like a good idea four years ago, but now I found myself underemployed. Like so many of my generation, a bleak job market had been the catalyst for scurrying back to graduate school in the fall. I just needed something useful to do until that time, preferably something that entailed using my brain.

I veered into Molly’s office and introduced myself. Even though there were a plethora of signs pointing to the office, I asked whether I was in the right place with the perfunctory courtesy characteristic of job seekers going into an interview. “No,” Molly responded deadpan. Then a wry smile crept onto her face and she welcomed me to the office. That short, albeit comical exchange with Molly had jolted the initial feeling of nervousness I had felt. I was now ready to meet the rest of the staff. Molly, Bill, Evelyn, and Kathy filed into the conference room where I sat waiting for them. Only Christy and Janell were missing. Knowing Janell, she was probably out shopping!

The interview went well. I suppose that doesn’t say much, though, given that I consider any interview where I don’t fall off the chair or do anything else as equally embarrassing a success. Kathy outlined the duties that would befall the administrative assistant, emphasizing a particular attention to multi-tasking. I gently rubbed my left elbow still sore from the previous week when I had fallen off my bicycle on the way home from the supermarket.

I had been reaching for the garage opener while balancing the groceries and steering my bicycle. An attempt at multi-tasking gone terribly wrong, which ended with my face planted on the cement in front of my house. I attributed that incident to my unique ability to invite freak accidents (I also managed to give myself a black eye) rather than an inherent inability to multi-task.

Needless to say, I got the job and have thoroughly enjoyed working at RICRO ever since. I’ve also taken great stock in learning new words like “Hyaluronan,” “Pharmacodynamics,” and “Indenoisoquinolines.” One day I hope to learn how to pronounce these words as well!

As a final comment, I would like to thank the RICRO staff for their friendly collegiality and for having made these last five months so memorable. Be it playing the “Guess that PI’s name” game with Emily to our lively morning staff meetings, I will look back at my time with RICRO with great fondness.

Thank you! Luci

Staff Notes

Thank you, Luci, for helping the office at such a critical time. We wish you the best as you begin your MA in Ethics, Peace, and Global Affairs at American University in Washington, DC this fall semester!

Bon Voyage, Emily! One of our fabulous student employees, Emily Bauer, will be studying at the University of the Sunshine Coast in Queensland, Australia next semester. RICRO would like to wish her the best of luck as she continues her undergraduate studies in Recreation & Tourism. Have lots of fun, Emily, and we’ll be looking forward to your stories when you return in December.
IACUC eProtocol Changes

Judging by the number of calls and emails to our eProtocol Helpdesk (970) 689-0641 or RICRO_eProtocol_Help@mail.colostate.edu, it appears that most of you are beginning to feel more comfortable with using the online IACUC module in eProtocol. You may have noticed over the course of the past six months that the system has been changing some as we work with the developers to increase the speed of the system and to make adjustments to the protocol questions based on investigator and IACUC feedback. We continue to work with the developers to make incremental improvements to the system. The next major change you will see will be the implementation of the renewal process within eProtocol. We will let you know when the renewals process goes live in eProtocol, but until then, please continue to submit your renewal applications via the old-fashioned A-101 form.

Thanks for your patience in working through the implementation of the online system. Having accurate and up-to-date information on all protocols available electronically 24/7 to the IACUC as well as to investigators and their staff is one of the primary benefits of the online system. Please feel free to contact an IACUC Coordinator or the eProtocol Helpdesk if you have questions or comments you’d like to relay about the system.

Thanks to All Who Assisted in the Successful Spring 2010 Semi-Annual Inspections

As the school year wraps up, so too is the IACUC wrapping up its Spring 2010 semi-annual inspection of CSU’s animal housing and use facilities. The committee would like to thank all investigators and their staff for assisting in the inspections, especially those of you who took the time out of your busy schedules to be available to guide the inspection times through your labs and facilities. Your assistance is invaluable in carrying out a successful and meaningful semi-annual inspection. The inspection teams really enjoy the chance to get out and speak with the people on the front lines of research, teaching and testing protocols that they review. While the inspections may result in “findings” of facility or animal use issues that need to be addressed, the committee views the inspections as an opportunity to open dialogue between themselves and animal users, and not as a punitive process. Please feel free to contact an IACUC Coordinator if you have any questions about the semi-annual inspections.

Instructions for Completion of the Vertebrate Animal Section of Grant Applications

NIH recently released Notice 10-049 entitled “Instructions for Completion and Technical Evaluation of the Vertebrate Animal Section (VAS) in NIH Contract Proposals.” The notice summarizes and clarifies the current NIH requirements for the VAS. Language from the announcement states:

Any proposed use of vertebrate animals for experimental research including use as a source of tissues constitutes research involving use of live vertebrate animals and requires completion of the VAS.

The VAS must address all of the following five points, or the proposal will be considered unacceptable.

1. Detailed description of the proposed use of the animals, including species, strains, ages, sex and number to be used
2. Justification for the use of animals, choice of species, and numbers to be used
3. Information on the veterinary care of the animals
4. Description of procedures for minimizing discomfort, distress, pain, and injury
5. Method of euthanasia and the reasons for its selection.
IRB Basics - Consent, Alteration of Consent, and Waiver of Consent

Informed consent is "one of the cornerstones of the ethical conduct of research involving humans,"* and both the process of consenting your participants and the text that is used to consent your participants are critically important. What method of consent is appropriate for your research project, and how do you request that method of consent on eProtocol?

Documented Consent (i.e., Consent on eProtocol) is the default form of consent. If you will be meeting with your participants in person, you are able to obtain signed consent and should obtain signed consent. Another example where obtaining signed consent is appropriate is if you will be collecting data and linking the data to the participants’ personal information in order to re-contact the participants. To get started creating your documented consent form, we suggest that you use our Consent Form Template. When submitting your protocol, you will be uploading your consent document and answering a few questions regarding the consent process in the Consent section of eProtocol.

Alteration of Consent For some studies, attempting to obtain signed consent isn’t practicable. For example, if you survey a population and are requesting that the surveys be returned to you with no names or identifiers, this would be a case to not obtain documented signed consent. In IRB (and eProtocol) vocabulary, consenting your participants without obtaining their signatures is an "Alteration of Consent." This could be in the form of a cover letter (paper or electronic) or perhaps a verbal script. To create a cover letter, please link to: http://web.research.colostate.edu/ricro/hrc/forms.aspx and select: Cover Letter Template or requirements. As with documented consent, you will be uploading your alteration of consent in the consent section of eProtocol and will answer some questions regarding your consent process and why an alteration of consent is being requested.

Waiver of Consent Do you know that if your study is minimal risk and your study population may include students/minors <18, you may be able to include those students/minors in your study without asking them to obtain written permission from their parents? You can request that parental permission be waived by selecting Waiver of Consent in the consent section of eProtocol, and answering ALL of the questions that are brought up under the drop-down menu. These questions are: 1. Does the research involve no more than minimal risk to the participant? 2. Does waiving the requirement for parental permission adversely affect the rights and welfare of the subjects? 3. Can the research practicably be carried out without the waiver? and 4. Will the subjects be provided additional information after participation? Please note: If you are requesting permission to waive parental permission, you will also be uploading either your signed consent form or your alteration of consent document in addition to submitting this waiver.

We will continue our IRB Consent Basics in the next issue of the RICRO Report. Please feel free to contact the IRB Coordinators to discuss your project and what method of consent would be best: Janell (491-1655) or Evelyn (491-1381).
## SCHEDULE OF UPCOMING EVENTS
### May-August, 2010

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, May 20</td>
<td>IRB Meeting</td>
</tr>
<tr>
<td>Tuesday, May 25</td>
<td>IACUC Meeting</td>
</tr>
<tr>
<td>Thursday, May 27</td>
<td>&quot;Ethical Care and Use of Animal Subjects: What You Need to Know About What The IACUC Wants to Know&quot; – 1:00-2:00, Room #340 GSB</td>
</tr>
<tr>
<td>Monday, May 31</td>
<td>RICRO Office &amp; CSU Closed – Memorial Day Holiday</td>
</tr>
<tr>
<td>Wednesday, June 2</td>
<td>IBC Submission Deadline (12:00 PM)</td>
</tr>
<tr>
<td>Tuesday, June 8</td>
<td>IACUC Submission Deadline (12:00 PM)</td>
</tr>
<tr>
<td>Thursday, June 10</td>
<td>IRB Submission Deadline (5:00 PM)</td>
</tr>
<tr>
<td>Wednesday, June 16</td>
<td>IBC Meeting and Webinar</td>
</tr>
<tr>
<td>Thursday, June 17</td>
<td>IRB Meeting</td>
</tr>
<tr>
<td>Tuesday, June 22</td>
<td>IACUC Meeting</td>
</tr>
<tr>
<td>Monday, July 5</td>
<td>RICRO &amp; CSU Closed – 4th of July Holiday</td>
</tr>
<tr>
<td>Wednesday, July 7</td>
<td>IBC Submission Deadline (12:00 PM)</td>
</tr>
<tr>
<td>Thursday, July 8</td>
<td>IRB Submission Deadline (5:00 PM)</td>
</tr>
<tr>
<td>Tuesday, July 13</td>
<td>IACUC Submission Deadline (12:00 PM)</td>
</tr>
<tr>
<td>Wednesday, July 14</td>
<td>IBC Meeting</td>
</tr>
<tr>
<td>Thursday, July 15</td>
<td>IRB Meeting</td>
</tr>
<tr>
<td>Tuesday, July 27</td>
<td>IACUC Meeting</td>
</tr>
<tr>
<td>Wednesday, August 4</td>
<td>IBC Submission Deadline (12:00 PM)</td>
</tr>
<tr>
<td>Tuesday, August 10</td>
<td>IACUC Submission Deadline (12:00 PM)</td>
</tr>
<tr>
<td>Wednesday, August 11</td>
<td>IBC Meeting</td>
</tr>
<tr>
<td>Thursday, August 12</td>
<td>IRB Submission Deadline (5:00 PM)</td>
</tr>
<tr>
<td>Thursday, August 19</td>
<td>IRB Meeting</td>
</tr>
<tr>
<td>Friday, August 20</td>
<td>&quot;Ethical Care and Use of Animal Subjects: What You Need to Know About What The IACUC Wants to Know&quot; – 2:00-3:00, Room #340 GSB</td>
</tr>
<tr>
<td>Tuesday, August 24</td>
<td>IACUC Meeting</td>
</tr>
</tbody>
</table>
Announcing a New Grad School Responsible Conduct of Research Course (GRAD 544)

The Graduate School will be offering a Responsible Conduct of Research (RCR) course this fall, entitled “Ethical Conduct of Research” (GRAD 544). This is a new 1-credit course that will meet for 8-weeks, for 2 hours a session (time and location TBD). The course will fulfill the RCR training requirements for grants awarded by the National Science Foundation (NSF) and National Institutes for Health (NIH). All graduate students and postdoctoral fellows needing such training are welcomed to enroll.

Content includes:

◆ Course Introduction: Character, Values, and Personal Responsibility
◆ Data Acquisition, Management, Sharing and Ownership
◆ Conflict of Interest and Commitment
◆ Human Subjects
◆ Animal Welfare
◆ Research Misconduct
◆ Publication Practices and Responsible Authorship
◆ Mentor / Trainee / Teaching Assistant Responsibilities
◆ Peer Review
◆ Collaborative Research
◆ Financial Management and Responsibilities

Course details will be announced this summer. Stay tuned!

Regional Biosafety Group

The next Regional Biosafety Group meeting is scheduled for:

◆ Date: Friday, May 21, 2010
◆ Location: UC Boulder

The Regional Biosafety Group consists of Biosafety Officers and IBC Coordinators within the Denver – Laramie Rocky Mountain area. The purpose of this group is to get together once or twice a year to network with other biosafety professionals in the area. If you are interested in learning more about the Regional Biosafety Group, please contact:

Christine Johnson, IBC Coordinator, by email at christine.johnson@colostate.edu.
Make Someone’s Day!  VPR Launches - **Wall of Thanks!**

The Office of the Vice President for Research has recently launched a “Wall of Thanks” on the VPR website. The “Wall” was created to recognize and applaud Research Division employees who have gone above and beyond to provide exceptional service to customers and colleagues. The Research Division includes Research Services, the Office of Sponsored Programs (OSP), the Research Integrity and Compliance Review Office (RICRO), Proteomics and Metabolomics (PMF), the Infectious Disease Research Center (IDRC), Laboratory Animal Resources (LAR) and the Animal Care Program (ACP).

It is easy to post a message on the Wall if you have a CSU eID. The site asks you to log in and then pick either an individual employee or an entire division to express your thanks for a job well done. Space is provided to compose your message and then your message is sent to an administrative site where it is monitored for content. This site has proved very popular with Research Division employees and provides a way to thank employees and let others know your appreciation.

The address to the Wall of Thanks is [http://portal.research.colostate.edu/thanks/](http://portal.research.colostate.edu/thanks/). Please visit at your earliest opportunity, and please feel free to express your appreciation to any employee in the Research Division using the Wall of Thanks.
Introducing the CARE Program

(Collaborative Animal Research/Teaching Enhancement)

The office of the University Veterinarian would like to introduce the CARE program. CARE will build on the routine facility tours that we already conduct, with additional focus on specific animal use procedures. This will include scheduling meetings with PI's and their staff, and occasionally observing animal activities at the convenience of the research staff.

CARE visitors will support research and teaching efforts by providing information and resources, helping researchers to meet administrative requirements, and facilitating interactions with other departments.

What CARE is:

✓ Collegial, scheduled visits between researchers and representative(s) of the University Veterinarian
✓ An opportunity to discover and mitigate procedural inconsistencies
✓ A two way exchange of information

What CARE isn’t:

✗ A USDA inspection
✗ An IACUC inspection
✗ An AAALAC site visit

If you have any questions or comments about CARE, please contact:

James Owiny – University Veterinarian
James.owiny@colostate.edu
491-5658

Denise Ostmeyer – Animal Program Coordinator
Denise.ostmeyer@colostate.edu
491-7184
Stay On Track
24th Annual Short Course - June 21-24, 2010
Marriott Hotel - Newton, MA

Whether you need continuing educational credits, are preparing for the ACLAM boards or are just beginning your career in laboratory animal science, the 2010 Charles River Short Course can help you stay on track to meet your goals.

This exceptional course features:
- 17 New Topics
- 22 AAVSB CECs
- Behavioral Lectures
- Outings to Boston & Maine
- Networking Opportunities
- 50+ Expert Lecturers
- Multiple Tracks
- Camp ACLAM
- Meals

For more information about the 2010 Short Course, including a full preliminary agenda and registration form, visit www.crriver.com/shortcourse2010
Contact: Lisa Antolick at lisa.antolick@crl.com or 781.222.6111