

## Top Ten Reasons Why a Protocol is Not Approved

1. **Non-technical summary is too technical.**

*Write this in lay terms, emphasize potential benefits and keep it brief.*

2. **Inadequate detail for Experience/Training of personnel performing animal procedures.**

*Include experience relevant to the species/procedures being used & years of experience.*

3. **Incorrect species name.**

*Include scientific name: mouse - *Mus musculus*; cow - *Bos taurus**

4. **Incorrect numbers of animals to be used and the USDA pain category.**

*Numbers and category must agree with those presented in the experimental design/teaching plan or test method presented.*

5. **Inadequate detail in Experimental Design/Teaching Plan/Test Method.**

*Include the number of experimental/control groups, number of animals per group (or students per animal), number of experiments, data to be collected and how it will be analyzed.*

6. **Incomplete Literature Searches.**

*Search and give results of at least 2 databases.*

7. **Incomplete Justification/Rational for Using the Number of Animals Listed.**

*Clearly show how the number of animals to be used was determined. Ex. 3 groups x 6 animals per group x 2 experiments = 36*

8. **Incomplete description of animal procedures/manipulations/restraint.**

*Fully and clearly describe all procedures to be used including details such as needle size and amount and frequency of blood sampling.*

9. **Incorrect listing of concentration and dose of drugs/agents used.**

*State concentration as (for example) 20mg/ml and dose as 0.05mg/kg*

10. **Appendices not attached.**

*Attach required appendices.*