
17 Aug 2009

Vice Deans (Research), Faculties/Schools
Directors, University-level Research Institutes/Centres

OFFICE OF THE DEPUTY PRESIDENT (RESEARCH & TECHNOLOGY) CIRCULAR
Circular Number: DPRT-2009-08

Revision to Current Workflow on Research Account Creation

As part of our process to streamline research-related procedures, ODPRT is currently looking into simplifying the processes and requirements of research compliances prior to creation of research project accounts.

Based on the current workflow, research accounts can only be created after all research compliance approvals have been obtained from the various units/offices (including ILO, OSHE, IRB, IACUC), where applicable.

Revised workflow

We have revised the current workflow for research projects which require approval from IACUC. The revised workflow now allows research accounts to be created for projects which have cleared other required compliances pending IACUC approval, on the condition that the research does not involve animal experimentation until IACUC approval is obtained.

This will speed up the account creation process while providing more time for PIs to work with IACUC for approval on their animal experimentation.

The revised workflow will be implemented with immediate effect.

Implementation details

PIs would need to declare at the proposal application stage (using the Grant Endorsement Form) on whether the project involves animal use, and when animal experimentation will commence.

If the project involves immediate use of animals, IACUC approval must be obtained *prior to* account creation. If the project involves use of animals later in the project, a copy of the IACUC approval must be sent to DRA, ODPRT before animal experiments commence.

PIs, Department and Faculty/RIC need to **ensure** that approval from IACUC is obtained **before research work involving animals can commence**. Failure to do this is a breach of the NUS Research Integrity Code.

Please refer to amended section in Grant Endorsement Form highlighted in Annex A.

We welcome feedback on the revised workflow if any, plus any other suggestions as to how to speed up compliance issues. Just for your information, OSHE, IACUC and IRB are working on a streamlined "single compliance database", which will be rolled out for testing by Faculties and Schools as soon as we can.

Thank you.

With Best Regards
Prof Barry Halliwell
Deputy President (Research & Technology)

Abbreviations used:

DRA - Division of Research Administration
IACUC - NUS Institutional Animal Care and Use Committee
ILO - Industry Liaison Office
IRB - NUS Institutional Review Board
NMRC - National Medical Research Council
ODPRT - Office of the Deputy President (Research & Technology)
OSHE - Office of Safety, Health and Environment
PIs - Principal Investigators