2020 Annual Report to OLAW Instructions

The Annual Report form includes additional information and instructions in brackets [*like this*] that should be deleted from your final document.

In **Item I, Program Changes**, select A (no changes) or B (changes have occurred). If B is selected, *at least one* additional selection must be made under B.

- Select the appropriate AAALAC accreditation status items *only* if there has been a change in the institution's status.
- If there are changes in the institution's program for animal care and use, provide descriptions with sufficient detail to replace information in the currently approved Assurance. Do *not* submit a revised Assurance document.
    - Do not include program changes that were only implemented temporarily and/or revisions to your institution's disaster plan unless needed to update information currently included in your Assurance.
    - Include any *permanent* program changes that may have been adopted to address the COVID-19 pandemic (e.g., conducting IACUC business by telecommunications) if not currently included in your Assurance.
    - Indicate if your institution receives NASA funding and/or utilizes the International Space Station for research involving live vertebrate animals. This information is being requested due to the recent MOU between OLAW and NASA.
- Since the start of the reporting period (January 1, 2020):
    - If a change in IO occurred, provide the information for the current IO (the IO signing the Annual Report to OLAW) in Item V.
    - If the IACUC membership has changed, provide an updated roster that reflects current membership (members as of the day of Annual Report submission) in Item IV.

In **Item II, Semiannual Evaluations**, provide available dates and additional information, if applicable, as instructed below.

A. Program Evaluations
- Due to the partial year reporting period for the 2020 Annual Report to OLAW, you may only have one date. Please list it. Otherwise, provide at least two dates (month/day/year) to reflect the dates that the program review occurred.

B. Facility Inspections
- Due to the COVID-19 pandemic, you may only have one or no date for facility inspections. OLAW expects institutions granted waivers to conduct the inspections that were postponed as soon as the IACUC can safely do so. List any available dates of facility inspections and state if your institution received a waiver from OLAW for facility inspections per NIH Guide Notice NOT-OD-20-088.

- For institutions that did not receive a waiver from OLAW for facility inspections, due to the partial year reporting period for the 2020 Annual Report to OLAW, you may only have one date. Please list it. Otherwise, provide at least two dates (month/day/year) to reflect the dates that the facilities inspections occurred.

In **Item III, Minority Views**, select A (none) or B (minority views submitted). If B is selected, attach the minority view(s) exactly as submitted by the IACUC member(s) i.e., in the submitting IACUC member's words. If the minority view is only available as part of the meeting minutes or semiannual report to the IO, submit only the minority view portion. Please do *not* submit meeting minutes or semiannual reports in their entirety. For further information on reporting minority views, refer to FAQ C6.

Statement of Burden for Annual Report Form (OMB Number 0925-0765)

Public reporting burden for this collection of information is estimated to average 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0765). Do not return the completed form to this address.

How to submit

E-mail a signed PDF version of your annual report to olawarp@mail.nih.gov by December 1 (but no earlier than September 30).

Download the annual report form

This form includes additional information and instructions in brackets [*like this*] that should be deleted from your final document.

Annual Report (Word - 164 KB)

Questions?

Contact the Division of Assurances by phone at 301-496-7163 or email olawdoa@mail.nih.gov.