**Committee on Animal Care**

**Policy on Undergraduate/UROP Participation in Research**

The Division of Comparative Medicine (DCM) and the Committee on Animal Care (CAC) at MIT encourage Principal Investigators (PIs) to offer undergraduate/UROP* opportunities in animal-based research. If a PI wants to offer animal-based research experience to younger people not enrolled at MIT (e.g., high school students) the project should first be discussed with an EHS Coordinator concerning safety aspects before submitting a request to the CAC. Approval of high school, undergraduate and UROP student participation in a CAC-approved protocol is contingent on meeting the requirements detailed below and CAC consultation with DCM senior staff. Because the use of animals in research has unique responsibilities to safeguard animal welfare and personnel safety, the policy on undergraduate/UROP participation in animal research is more restrictive than the institute-wide UROP policy, and is as follows:

- Undergraduates/UROPs approved by the CAC will be given animal facility access and, after adequate training, may perform non-invasive procedures without direct supervision during normal working hours when DCM facility or veterinary staff are available for assistance (7AM – 5PM, 7 days a week). Examples include behavioral assessments, post-procedural monitoring, dosing, managing food or water regulation, performing a necropsy, blood sampling, and basic handling and husbandry.
- Undergraduates/UROPs should NOT conduct euthanasia, survival or terminal surgery, or work in Containment Areas** without direct supervision from their immediate supervisor.
- Case-by-case exceptions will be considered when justification is sent to the Director of DCM.

The CAC requires the following to add an undergraduate/UROP to a CAC protocol:

1. The undergraduate/UROP must complete and submit a New Personnel Addendum (NPA) application to the CAC Protocol Office (16-408). This form is available on the MIT-certified CAC website (https://web.mit.edu/comp-med/restrict/cac/index.html) and is required for all new investigators. Older versions of form will not be accepted.

2. Along with the NPA form, the undergraduate/UROP must submit a cover letter signed by the PI that confirms the following:
   - The PI is ultimately responsible for the conduct of the undergraduate/UROP in the performance of animal-based research.
   - Departmental and Institute chemical hygiene and/or safety requirements have been fulfilled, including any additional Environmental Health Services (EHS)-mandated requirements if the undergraduate/UROP is under 18 years old.
   - The location of the animal facilities that will be used (on-campus or off-campus).
   - The name and qualifications of the undergraduate/UROP’s immediate supervisor within the lab should be included. The CAC recommends that this role be provided by a technical staff member or senior post-doc that has day-to-day presence and animal-related responsibilities in the laboratory.
   - Undergraduates/UROPs will NOT enter Containment Areas without direct supervision.
   - Undergraduates/UROPs will perform their animal-related responsibilities during the workday when DCM staff is available in the animal facilities. Direct supervision is provided by their immediate supervisor during procedures that take place after hours.
   - Undergraduates/UROPs will NOT be working with animals independently and will not be a supervisor of other undergraduates/UROPs, or high school students.

3. Along with the cover letter and NPA form, the undergraduate/UROP must submit a copy of the approved UROP proposal (1-3 pages in length) (or equivalent if the individual is an undergraduate without official UROP status) that includes the following:
   - The nature of the research (context and scope of project).
   - A tentative work plan and schedule for completion.
   - The specific role of the candidate.

*Undergraduate Research Opportunity Program (https://web.mit.edu/urop/basicinfo/index.html)

**Rooms where hazardous materials are administered to animals.