

## **CAC Policy on Undergraduate or UROP Participation in Research**

The Committee on Animal Care (CAC) at MIT encourages Principal Investigators (PIs) to offer undergraduate or UROP opportunities in animal-based research. The CAC requires the following to add an undergraduate or UROP to a CAC protocol:

1. New Personnel Addendum. This form is available on the CAC website and is required of all new investigators.
2. Cover letter signed by the PI that confirms the following:
  - The PI is ultimately responsible for the conduct of the undergraduate or UROP in the performance of animal-based research.
  - Departmental and Institute chemical hygiene and/or safety requirements have been fulfilled, including any additional EHS-mandated requirements if the student is under 18 years old.
  - The location of the animal facilities that will be used (on-campus or off-campus).
  - The undergraduate or UROP will be supervised at all times while in the laboratory or other potentially hazardous environments, per the Institute's 'no working alone policy'. Undergraduates or UROPs should perform their animal related responsibilities during the workday when DCM staff are available in the animal facilities. After hours procedures are permissible when direct supervision is provided by their immediate supervisor.
  - The name and qualifications of their immediate supervisor within the lab should be included. The CAC recommends that this role be provided by a technical staff member or senior postdoc that has day-to-day presence and animal-related responsibilities in the laboratory.
  - Undergraduates or UROP students will not be working with animals independently\* and will not be a supervisor of other undergraduates, UROPs or high school students.
3. 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.

As per standard CAC policy, new lab members cannot begin participation on the CAC protocol until an approval notice is received from the CAC.

\* Undergraduates or UROPs approved by the CAC will be given animal facility access and after adequate training may perform non-invasive procedures without direct supervision. Examples include behavioral assessments, post-procedural monitoring, dosing, necropsy, blood sampling and basic handling and husbandry. UROPs should not conduct euthanasia, survival or terminal surgery without direct supervision from their immediate supervisor.