**Instructions for completing Davidson College Notice of Intent to Use Vertebrate Animals form**

* The form is most easily viewed/completed with the “Navigation Pane” turned on in Microsoft Word. This way you can quickly move through the document and collapse sections you are not currently working on.
* Parts 1,2,3,4 and Investigator Assurances are required items that must be completed on all submissions. The Appendix section should be completed based on the boxes that were selected in Part 4. You only need to complete the Appendices that are appropriate for the individual research project.
* If you are submitting a 1 year renewal or a 3 year renewal protocol, please highlight any changes that were made to the form and are different from the previous year’s submissions.
* In the event that you would like to include an image, diagram, table, or figure please submit it as an attachment on a separate word document with a title (e.g. Figure 1. XXXX, Table 3. XXXX).

You can then cite that figure/table in the text/body of the application when appropriate.

* If you have any questions about completing this form please contact Meagan Thomas at extension 2617, or via email at methomas@davidson.edu.