

# Formal Process for Appointing and Renewing Members of the NCI-Frederick Animal Care and Use Committee

Members will be appointed by the Institutional Official for a period of two years with the option to have their appointment renewed for an additional two years if the following criteria are met:

1. The area represented by the member is still active;
2. The area still identifies the member as their representative; and
3. The member is willing to accept an appointment for another term.

Members may be removed by the Institutional Official at any time from the Committee if:

1. The member is not fulfilling his/her obligations to the Committee or the area they represent; or
2. A change in the Institutional scope of work results in an area no longer requiring a representative (e.g., loss of scientific program).

An annual review of the Committee composition will be held the first quarter of each year to verify that the Committee has a representative from all appropriate areas (e.g., facility, Government Program, area of research interest). This will promote full representation of the Institution and its areas of research interest so that each Principal Investigator will have the opportunity to have a "representative" on the Committee.

Reappointment will be effective for the anniversary month during which the Member was initially appointed to the Committee. For example, if a Member joined the Committee in July 2004 ... the effective renewal date is scheduled for July 2006. For current Members whose initial appointment date is prior to January 2003, the 2005 effective renewal date will be scheduled for the month of initial appointment. For example, if a Member joined the Committee in August 2000 ... the effective renewal date will be scheduled for August 2005.