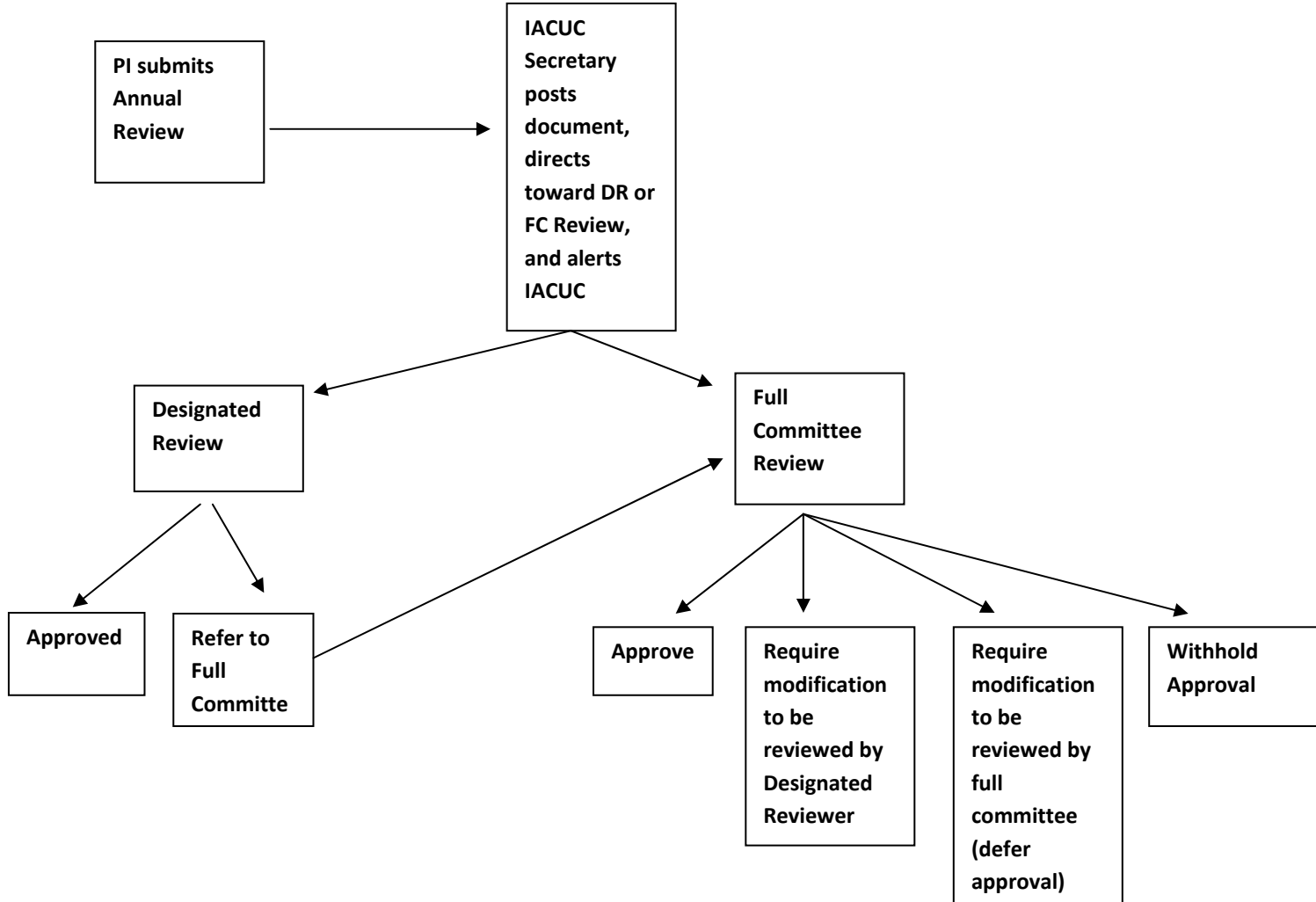


IACUC Annual Review of Protocols Process



Key Points

1. The IACUC secretary sends notice to PI that the Annual Review form must be completed, beginning **60 days** before the anniversary of the original protocol approval date. Additional reminders will be sent as needed.
2. An approved Annual Review should be submitted by the PI **within 30 days** of the anniversary of the original protocol approval date. Access to animals being maintained on any protocol for which an Annual Review has not been received within 30 days of the annual anniversary date of original approval will be halted until a completed Annual Review has been received. Note that after three years, an entirely new protocol must be submitted.

3. The IACUC Secretary will review submitted Annual Review forms for completeness and to assure that the total number of animals used does not exceed that approved (which requires an amendment). In addition, Annual Reviews which indicate major changes require an amendment.

4. The IACUC Secretary will send submitted Annual Review forms to the Occupational Health and Training Coordinator (OHTC) who will determine that all personnel listed are in compliance with occupational health and training requirements.

5. The IACUC Secretary will direct the Annual Review to the IACUC Chair or his/her designate to conduct the review and sign that the completed Continuing Review Form has been received and reviewed. The IACUC Secretary will post the Annual Review form for the IACUC to view, and alert the IACUC that an Annual Review has been posted.

6. The IACUC has five working days to call any Annual Review for Full Committee Review. If no Committee member should so call, then the Reviewer can conduct the review and sign the form indicating that the Continuing Review form has been received and reviewed.

MAS 6/2/09; rev. 11/18/09