IACUC PROTOCOL REVIEW
PROCESS

Submission
• Complete form for New Project, Three Year Renewal, or Amendment.
• Submit forms and other necessary documents through IRBNet.
• Directions on how to submit through IRBNet are available on the ORI website.
• Be aware that the review process can take 4-6 weeks. Three Year renewals must be approved prior to expiration date to avoid suspension of research. Plan ahead!

Administrative Review
• ORI staff will review for completeness. If information is missing, ORI staff will contact you to correct your documents, prior to placing on a meeting agenda.
• Following review by ORI staff, the new project, renewal or amendment will be placed on the agenda for the next available meeting. See IACUC meeting calendar for submission deadlines.

IACUC Review
• ORI staff will ask the PI (and student if applicable) to attend the IACUC meeting and provide an overview of the project and answer any questions from the IACUC.
• The IACUC reviews the protocol to ensure compliance with applicable regulations.
• The IACUC will either Approve, Modifications Required to Secure Approval, Withhold Approval or Table.

PI Modifications
• In many cases, modifications are required to secure approval. In this case, ORI staff will prepare a detailed memo describing the changes required by the IACUC.
• Modifications are reviewed by the Chair. If acceptable, the protocol will be approved. If not acceptable, the PI will be contacted. Modifications must be received within 8 weeks.
• If your project is tabled, you will be asked to modify your protocol and to attend the next IACUC meeting.

Approval
• When a protocol, renewal or amendment is approved, ORI will generate an official approval letter in IRBNet and send to the PI. Work can not commence until approval has been granted.
• By Federal Regulation and Policy, protocols are approved for a maximum of three years. ORI will notify PI’s when expiration dates are approaching.
• Annual renewals are required for all projects subject to the Animal Welfare Act and Regulations (e.g., USDA covered species).

For more information on the IACUC review process, refer to the IACUC Governance and Operating Policy or contact Ted Myatt, Dir of Research Integrity.