

IACUC PROTOCOL REVIEW PROCESS

University of Rhode Island
Office of Research Integrity

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 may 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, Require Modifications to Secure Approval, Withhold Approval, or Table.

PI Modifications

- If modifications are required, ORI staff will prepare a detailed memo describing the changes required by the IACUC. Modifications must be returned to the IACUC within 8 weeks.
- Some submitted modifications may be reviewed by the Chair outside of an IACUC meeting.
- More substantive submitted modifications must be reviewed by the full committee. In this case, review of the project is tabled and resumed at a future 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 PIs when expiration dates are approaching.

For more information on the IACUC review process, refer to the [IACUC Governance and Operating Policy](#) or contact [Gwen Currier, IACUC Specialist](#).