

IACUC PROTOCOL REVIEW PROCESS FLOW CHART

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).