

## Protocol Review & Facility Assessment

### Item 3 – Submission of Revised Protocol After Initial Review

When protocol modifications are requested in order to gain approval, a revised protocol must be submitted with a line-by-line cover memo that addresses all concerns of the Institutional Animal Care and Use Committee (IACUC). All changes made to the protocol should be indicated by boldface or italics (with the exception of tabled protocols).

If a protocol is tabled at a convened meeting, the PI will be given until the Friday two weeks prior to the next scheduled meeting to submit the requested changes. This will allow the primary reviewer and Attending Veterinarian adequate time to re-review the protocol. If a revised protocol is not received by the stated deadline, the protocol will need to be submitted by the deadline for the month of the meeting it is being considered (for example, March 15th for consideration at the April meeting.)

In all cases, the Principal Investigator will be provided with an electronic version of the Committee's review, which s/he must use to format his/her line-by-line response cover memo to the Committee.

In addition, any modification requested must be submitted within six months of the meeting date in order to be considered for approval. If no response is received to the request for modifications, a reminder email will be sent to the PI one month before this deadline. After six months have elapsed, the protocol will be considered withdrawn and no further action can be taken. A new protocol will need to be submitted for consideration.

Adopted: 3/29/2004  
Revised: 11/11/2013