

Protocol Review & Facility Assessment

Item 6 - Annual Review

As required by our assurance with PHS and the [Animal Welfare Act](#), all animal use protocols are reviewed annually. An Annual Protocol Review Form is sent to the principal investigator at least 45 days prior to the first day of the month that the annual review is due (due date). A reminder is emailed 14 days prior to the due date to remind the investigator that the annual review is due. A final notice is sent 7 days prior to the due date.

If a protocol annual review is not received by the expiration date, the principal investigator will be notified that the protocol has been placed on administrative suspension until the annual review is approved.

During the suspension period, experimental procedures involving the use of live animals which are covered under the protocol will cease, no additional animals may be ordered and lab personnel will be restricted from accessing animals approved for use under the protocol.

The protocol may remain administratively suspended for a maximum of six months. The annual review must be approved during that time. If the annual review remains unapproved at the end of the six-month suspension period, the protocol will be terminated.

Review Process:

The Institutional Animal Care and Use Committee (IACUC) has designated that the annual review report will be reviewed by the Attending Veterinarian (or Clinical Veterinarian if the Attending Veterinarian is not available or there is a conflict of interest) and the original primary reviewer of the protocol. If the primary reviewer is no longer available to conduct the review, the Chairperson will designate a new reviewer. A copy of the annual review report is forwarded to all members and they are given 7 days to review and respond back to the primary reviewer or the IACUC office with comments, questions or call for full committee review. If there are significant changes noted on the annual review form, an addendum is requested from the investigator and reviewed in exactly the same manner as other significant modifications (see Item 2 in this section). If no changes are identified or if all questions forwarded to the principal investigator have been addressed, the primary reviewer and the Attending Veterinarian (or Clinical Veterinarian if the Attending Veterinarian is not available or there is a conflict of interest) will approve the annual review report. Any IACUC member may call for full committee review of an annual review, which will then be reviewed at a convened meeting. A list of annual reviews approved during the current month is circulated with the meeting minutes.

Adopted: 4/26/1999
Revised: 11/11/2013