

Protocol Review & Facility Assessment

Item 7 – Triennial Renewal

As required by our assurance (#A3514-01, effective until 7/31/15) with the Office of Laboratory Animal Welfare (OLAW), all animal use protocols are given a complete review every three years by the Institutional Animal Care and Use Committee (IACUC). Requests for triennial review are sent to the principal investigator at least two and one half months prior to the first day of the month the renewal is due (due date - two months before the protocol expires). Reminders are emailed one month and 14 days prior to the due date to remind the investigator that the protocol is due. A final notice is sent 7 days prior to the due date.

After the triennial renewal form and updated protocol are received, two reviewers are assigned. The reviewers are given approximately two weeks to complete the review. Protocols received for triennial review are either mailed to members for expedited review (see [Item 2](#) in this section) or reviewed by the full committee at the monthly IACUC meeting.

Adopted: 4/26/1999

Revised: 11/11/2013