How to Submit a Triennial Review

Please Note: The IACUC Forms have transitioned into our UVMClick online smartforms. The old Continuing/Triennial Review form has been retired and transitioned into an online smartform.

Create a Triennial Review

1. From “My Inbox” or the IACUC>Submissions screen, navigate to the appropriate protocol and click on the name to open it.

2. Click Create Triennial Review.

3. Review the Introduction and hit the Continue button found on the right side of the screen.

4. Answer all questions. Those with a red asterisk (*) are required. Hit the Continue button.

5. The most recent version of the protocol smartforms will display. While the system allows you to make edits to the protocol smartform, DO NOT do so. Any changes to the protocol must be done through a separately submitted amendment. Use the Continue button to move through all the protocol smartforms.

6. At the final protocol smartform (called Supporting Documents) Click the Finish button found on the right side of the screen.
Submitting the Triennial Review to the IACUC Office for Processing

After reaching the final page of a Triennial Review submission and clicking “Finish” to exit the Triennial Review, the status of the submission will still display as “Pre-Submission” and will remain visible in your “My Inbox” until submitted to the IACUC Office for processing.

To submit a finished Triennial Review submission to the IACUC Office for their review and processing,

1. Make sure the Triennial Review is open
2. Click the activity on the left that says “Submit”.

If there are any required fields that you forgot to enter, the Submit process will display them. You can use the pop-up to Jump To those particular screens quickly and enter the missing data.

NOTE: These Errors/Warning Messages only appear if required field entry was missed.
When clicking the **Submit** activity, once all required field entry is complete, certification text will appear. Read the text and click **OK**.

**NOTE:** The Comments and Supporting Documents are optional.
The status of the Triennial Review is no longer “Pre-Submission”. It has changed to “Pre-Review” indicating it is in the hands of the IACUC Office for processing.

You will also note that the Triennial Review is now in View Mode and no longer in Edit mode.

The Triennial Review has now been submitted and removed from your “My Inbox.” It now displays in the IACUC Office “My Inbox.”