How to Submit an Annual Review

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

Create an Annual 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 Annual 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.

5. Click the Finish button found on the right side of the screen.

Submitting the Annual Review to the IACUC Office for Processing

After reaching the final page of an Annual Review submission and clicking “Finish” to exit the Annual 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.
**TIP** Prior to submitting the Annual Review to the IACUC Office, the PI may choose to add a Proxy. Any named Proxy has the authority to edit and submit on behalf of the PI. For more details regarding Proxy assignments, please reference the User guide called “How to Assign a Proxy”.

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

1. Make sure the Annual 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:** A Pre-Submission status means the Annual Review has not yet been submitted to the IACUC office. You must click the "Submit" activity to send the submission to the IACUC office.

**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 Annual 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 Annual Review is now in View Mode and no longer in Edit mode.

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