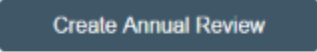
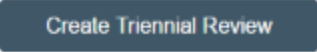


How to Submit an Annual or Triennial Review

Create an Annual or Triennial Review

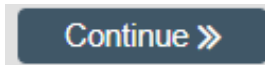
1. From the “Dashboard” or the IACUC > Submissions screen, navigate to the appropriate protocol and click on the name to open it.
2. Click **Create Annual Review** or **Create Triennial Review**:

 Create Annual Review Create Triennial Review

- If submitting an annual review:
 - Required for USDA covered species projects.
 - **Two new** database searches for alternatives and duplication must be done PRIOR to submission of the annual review. Submit an amendment to update the database search information on the Alternatives Searchers and Duplication page of the protocol.
- If submitting a triennial review:
 - Required for non-USDA and USDA covered species projects.
 - **No significant changes** to the protocol are to be requested at the time of a triennial review. Examples of significant changes are: addition of new aims, experiments (does not include creating breeding or progeny “experiments”), or funding sources. Often, as part of the completion of the triennial review forms, it becomes apparent that an increase in animal numbers will need to be made. If Investigators need to make a change in the currently approved protocol, they must submit a separate amendment request through UVMClick, either before starting the Triennial Review or once the Triennial Review has been approved.
 - Minor changes to fill in missing or incomplete information in the protocol ARE permitted. Examples of permissible minor changes are: updating incorrect pain levels at the request of RPO or Veterinary staff, updating procedure or substance with missing information, denoting completed or discontinued experiments, updating animal use number tables (see bullet below), adding breeding or progeny experiments, and new database search information as mentioned below.

- For non-USDA covered species projects with animals in pain categories D and E, **a new** database search for alternatives and duplication must be completed. Add the updated information to the Alternatives Searches and Duplication page of the protocol.
- Protocols with unused approved animals left must have a new animal use table created and uploaded to the Animal Justification page to reflect how the remaining animals will be used.

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



4. Answer all questions on the Summary page. Those with a red asterisk (*) are required.
5. Click the Save and Continue buttons found on the bottom right side of the screen. The following screen will open the protocol. Do not request new significant changes at this time (see examples above!) – this can be done with a separate amendment once this review is complete.
6. If there are completed experiments, please jump to the “Experiments” section of the protocol, and include the word ‘COMPLETED’ at the end of the experiment name and adjust the animal number for that experiment to reflect the actual number of animals used. Please do NOT delete completed experiment(s) as this will affect the approved animal number counts.
7. If there are unused approved animals left on the protocol, a new animal use table must be created and uploaded to the “Animal Justification” section (question #7, supporting documents) to reflect how the remaining animals will be used. Do not delete the old table; add the new table as an additional document.

3. * Is group size determined by reference to your similar unpublished study/previous work?
 Yes No [Clear](#)

4. * Is this a pilot study to determine study feasibility or proof of concept?
 Yes No [Clear](#)

5. * Is group size determined by tissue yield per animal (e.g. number of cells or mg tissue required for in vitro assay divided by cell or tiss per animal)?
 Yes No [Clear](#)

6. * Is group size determined by number of students in the class for animals used on a teaching protocol?
 Yes No [Clear](#)

7. * Supporting documents: (including tables of animal groups and numbers)

[+ Add](#)

Document Name	Date Modified
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8. If the protocol has animals in pain categories D and E, please jump to the “Alternatives Searches and

Duplication” section of the protocol, and complete a new database search:

Submitting the Annual or Triennial Review to the IACUC Office for Processing


After reaching the final page of an Annual or Triennial 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 “Dashboard” until submitted to the IACUC Office for processing.

****TIP**** Prior to submitting the Annual or Triennial 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 or Triennial 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.

Message	Field Name	Jump To
 This is a required field; therefore, you must provide the required information.	changes in the next year	Annual Review Details

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.

As the principal investigator, I certify that:

I have provided an accurate description of the proposed animal use in this protocol document. If the procedures concerning animal use in this project are to be changed, I will obtain approval from the IACUC before the changes are implemented. I understand that failure to do this may place both me and the University in violation of federal regulations and the Animal Welfare Act.


In addition to the above, I agree to the following conditions:


- Correct procedures for animal handling and restraint, administration of anesthetics and analgesics, and AVMA recommended methods of euthanasia are used in this project.
- All experiments involving live animals will be performed only by the qualified individuals indicated in the personnel roster.
- Personnel involved in this project have been or will be adequately trained prior to any animal work and will be given the opportunity to participate in the University's Occupational Health Program for individuals working with animals in research or teaching.
- Veterinary care is provided promptly to any animals showing unanticipated signs of pain or distress.
- I will make animal tissue available for sharing, or use tissues shared from other protocols whenever possible.


I agree to abide by the U.S. Public Health Service Policy, the Animal Welfare Act and University policies concerning the use of animals. As required by Federal regulations, I confirm that the activities described herein do not unnecessarily duplicate previous experiments, and that the animal models proposed are the most appropriate for achieving the objectives of this project.

All personnel will be informed that any concerns about the humane care and treatment of animals or unlawful acts involving animals must be reported to the IACUC Chair, the University Veterinarian, the Research Protections Office, or to the Institutional Official using the EthicsPoint™ website. Any individual reporting such concerns cannot be discriminated against or subjected to any reprisal.


As the proxy assigned by the PI to submit materials for this study, I assure the Research Protections Office that the information that I have provided is correct, and if applicable, is congruent with the grant.



1. Comments: 

2. Supporting documents: 

 Add

Document Name	Date Modified
There are no items to display	



The status of the Review is no longer “Pre-Submission”. It has changed to “Pre-Review” indicating it is in the hands of the IACUC Office for processing.

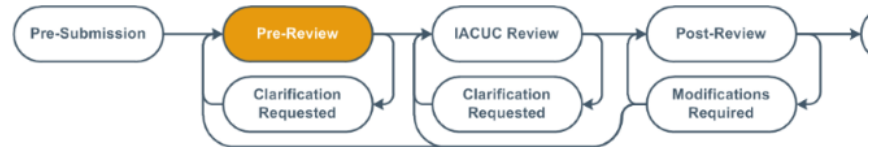
You will also note that the submitted Review is now in View Mode and no longer in Edit mode.



AR201900004

Annual Review for PROTO201900005

Principal investigator: Catherine Weiss
Submission type: Annual Review
Primary contact: Abbey Dattilio
IACUC coordinator: Abbey Dattilio
PI proxies:



History	Experiments	Reviews	Contacts	Training	Change Log
Filter by Activity <input type="text" value="Enter text to search for"/> Q + Add Filter ✕ Clear					
Activity Author					
Submitted Tracy-Developer, Lynn					
Annual Review Created Tracy-Developer, Lynn					

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