

# TRIENNIAL REVIEWS

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# WHAT IS A TRIENNIAL REVIEW?

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- All protocols, regardless of type and funding source, require a triennial review.
- Provides specific information about portions of the work which are completed or yet to be done.
- Once submitted, the protocol undergoes a complete “*de novo*” review.
- The UVM IACUC utilizes this opportunity to clean up protocols as needed.

# WHY DO PROTOCOLS NEED A TRIENNIAL REVIEW?

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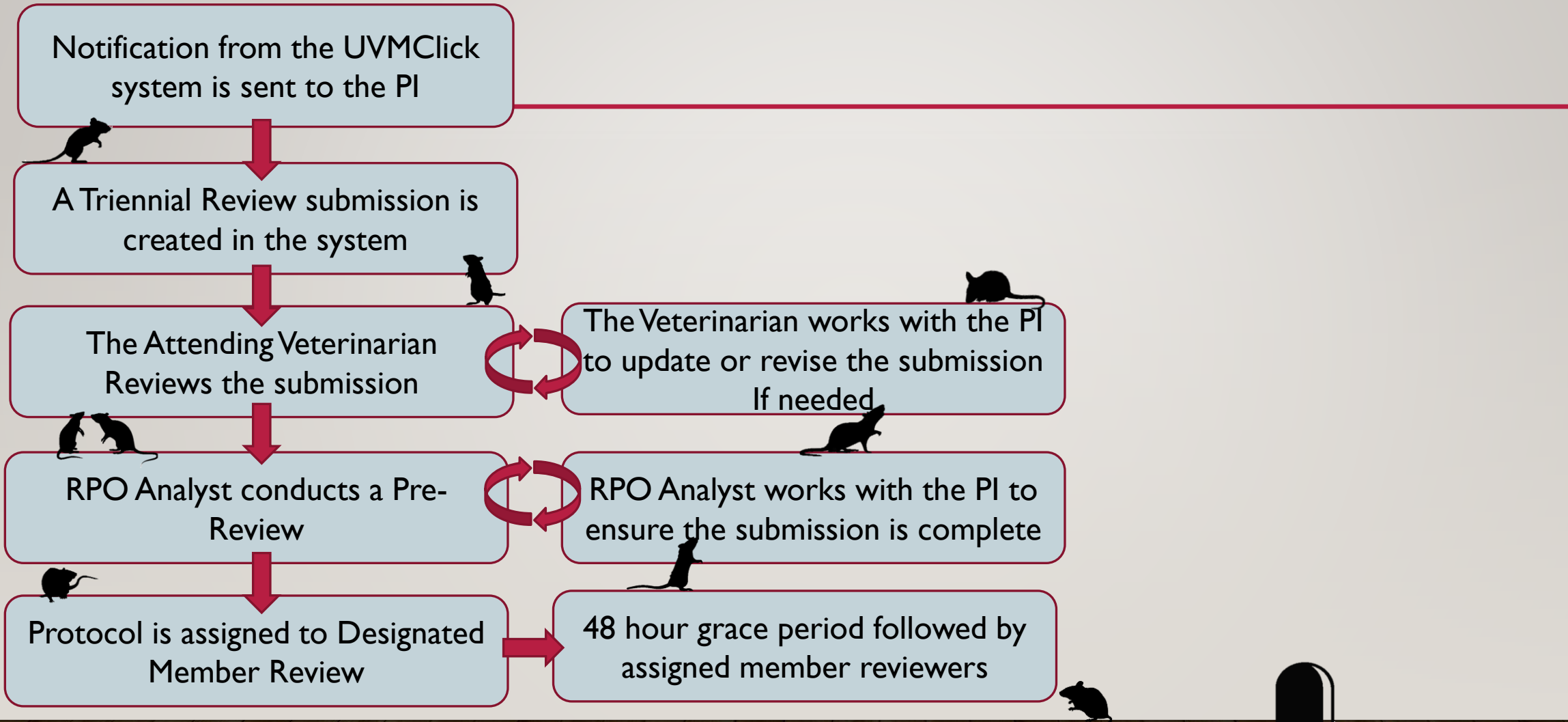
## OLAW/PHS

- The IACUC shall conduct continuing review of activities covered by this policy at appropriate intervals as determined by the IACUC but not less than once every three years.


## USDA/AWA:

- The IACUC shall conduct complete reviews of activities covered by this subchapter at appropriate intervals as determined by the IACUC, but not less than every 3 years. The complete review shall address all requirements related to the care and use of animals under paragraphs (d) and (e) of this section. The IACUC shall be provided a written description of all activities that involve the care and use of animals for review and approval at the end of the term.

# UVMCLICK CONTINUING REVIEW PROCESS




# TRIENNIAL REVIEW: NOTIFICATIONS



Notification from the UVMClick system is sent to the PI



Email notifications are sent at **90, 60, and 30 days** prior to expiration



The review process can take up to 6 weeks to complete.





# TRIENNIAL REVIEW: CREATE SUBMISSION

A Triennial Review submission is created by the PI or Proxy

The “**Create a Triennial Review**” activity is on the main protocol page

**Approved**

PROTO202000005

## Sentinel & Training Protocol

**Principal investigator:** Ida Washington Durkin  
**Submission type:** New Protocol Application  
**Primary contact:**  
**IACUC coordinator:** Abbey Dattilio  
**Consulted vet:**  
**Admin office:** IACUC  
**PI proxies:**  
There are no items to display

**Next Steps**

- View Protocol
- Printer Version
- Create Annual Review
- Create Triennial Review**
- Create Amendment

Request Closure  
Assign Primary Contact  
Assign PI Proxy  
Manage Guest List  
Update Animal Use Count  
Add Comment  
Copy Submission  
View Linkages

Pre-Submission → Pre-Review → IACUC Review  
Clarification Requested → Clarification Requested

History | Experiments | Animal Counts | Documents

Filter by Activity [▼] Enter text to search for

**Activity**

- Reminded of Triennial Review Deadline

# TRIENNIAL REVIEW: CREATE SUBMISSION

Click here to read the Triennial Review Instructions

“Triennial Review Summary” is the basic e-form to summarize the last three years of work.

“Triennial Review Details” will open an editable version of your protocol

Validate Compare

Triennial Review

- Triennial Review Introduction
- Triennial Review Summary
- Triennial Review Details

Editing: TR202300000002

## Triennial Review Summary

- \* Provide a brief update on the protocol. Please include a summary completed over the past review period.

# TRIENNIAL REVIEW: E-FORM

Click here to read the Triennial Review Instructions

“Triennial Review Summary” is the basic e-form to summarize the last three years of work.

“Triennial Review Details” will open an editable version of your protocol

The screenshot shows a web application interface for editing a triennial review. The title bar indicates 'Editing: TR20230000002'. The main content area is titled 'Triennial Review Summary' and contains three numbered instructions for the user to complete. The first instruction asks for a summary of progress and animal usage. The second asks for any parts of the protocol not pursued. The third asks for any adverse events. The fourth instruction is partially visible at the bottom. The interface includes a sidebar with navigation options: 'Triennial Review Introduction', 'Triennial Review Summary' (highlighted), and 'Triennial Review Details'. At the bottom right, there are buttons for 'Exit', 'Save', and 'Continue'.

Editing: TR20230000002

Triennial Review Summary

- \* Provide a brief update on the progress made in achieving the specific aims of the protocol. Please include a summary of the studies in the protocol that have been completed over the past review period and the number of animals used:
- \* Please specify whether any parts of the protocol will not be pursued and why:
- Describe any unanticipated adverse events, morbidity or mortality, the cause(s), if known, and how these problems were resolved. If none, please indicate: ?
- Address the following if your project involves covered species activities that are USDA pe

Exit Save Continue



# TRIENNIAL REVIEW: CREATE SUBMISSION

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Click here to read the Triennial Review Instructions



“Triennial Review Summary” is the basic e-form to summarize the last three years of work.



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# TRIENNIAL REVIEW: CHANGES TO PROTOCOL

## TWO protocol changes are required during Triennial Review:

- Updates to the animal number table at the end of the Animal Justification page
- Updated literature search on the Alternatives Searches and Duplication page

## Other **SMALL** changes can be made at this time:

- Updates to key personnel
- Removal of Funding Sources
- Noting experiments that have been completed
- Updates to procedures if requested by reviewers

Validate Compare

Reading: TR202300000002

### Basic Information

- \* Select research team: ?  
OACM team
- \* Select admin office: ?  
IACUC
- \* Title of protocol:
- \* Short title: ?
- \* Provide a concise non-technical description of the objectives of the research project: ?  

Sentinel:  
Sentinel animals are a means of monitoring the health status of research animal (rodent) colonies. The presence of contagious viral and bacterial pathogens in research animals may exert significant effects on validity and reproducibility of the research work. The goal of this sentinel program is to maintain the UVM research animal facilities in a high health status for the safety and well-being of the animals and the integrity of the research programs.

Training:
- \* Principal investigator:  
Ida Washington Durkin
- \* What is the intention of the animal protocol? ?  
 Breeding Only  
 Experimental Research  
 Field Research  
 Holding Protocol  
 Teaching  
[Clear](#)

Basic Information & Funding

Basic Information

Experimental Research Protocol Addition

Protocol Team Members

Funding Sources

Experimental Design

Scientific Aims

Experiments

Procedure Personnel Assignment

Strains

Animal Justification

Animal Justification

Alternatives Searches and Duplication

Animal Housing and Use

Housing and Use

Disposition

Custom Pages

Departures and Exceptions From Animal Welfare Standards

Protocols/Registrations

Additional Information

Supporting Documents

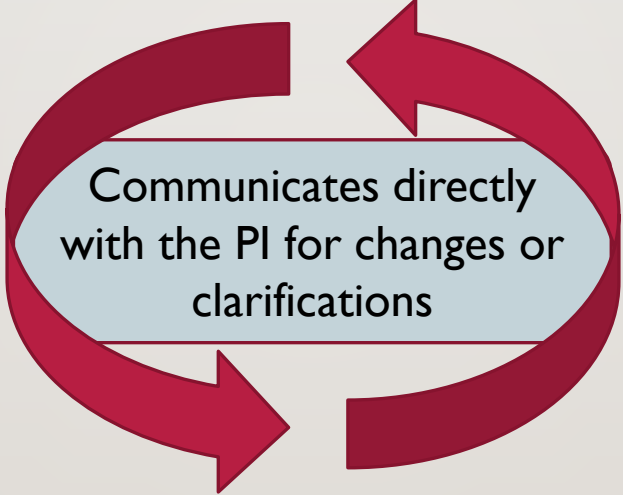
Supporting Documents

# TRIENNIAL REVIEW PROCESS: STEP I: **VETERINARY REVIEW**




**After submission, the protocol is sent to the Attending Veterinarian for review:**

- Drug types and dosages
- Experiments (procedures, pain levels)
- Departures from the Guide
- Strains
- Other



Communicates directly with the PI for changes or clarifications



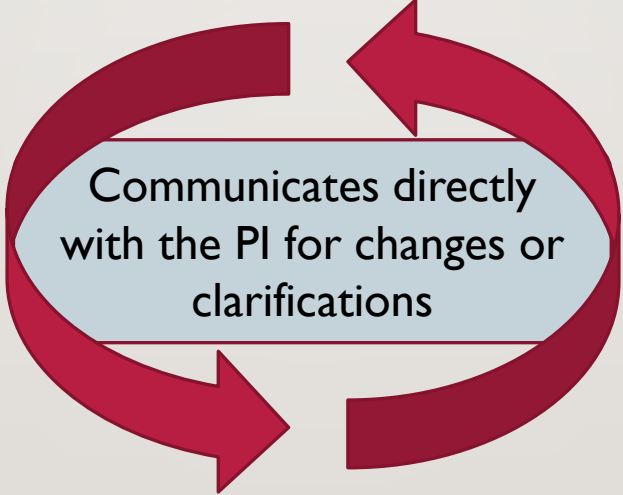
**Once the Veterinarian is satisfied, this stage of the review process is approved, and the submission goes back to the RPO Analyst**



# TRIENNIAL REVIEW PROCESS: STEP 2: RPO PRE-REVIEW

**After Vet Review, the protocol is returned to the Analyst for pre-review:**

- Roster and required training
- Experiments (procedures and substances)
- Departures from the Guide
- Newly uploaded animal use table
- Updated literature search
- Rooms and use
- Other



Communicates directly with the PI for changes or clarifications

**Once the pre-review is completed, the submission is assigned to Committee Review**



# TRIENNIAL REVIEW PROCESS: STEP 3: COMMITTEE REVIEW

**All Triennial Reviews are assigned to the Designated Member Review process**

**1** An email is sent to all IACUC Members with a link to the Triennial Review submission and is open for review for 48 hours

**2** At the end of the Grace Period, the submission is assigned to one or two Committee members for a full review

**3** **Members have three options:**

- Approve Outright
- Request changes or clarification from the PI
- Refer to Full Committee Review

# TRIENNIAL REVIEW PROCESS: TIPS FOR A SMOOTH PROCESS

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- Do not make any changes to the protocol other than Updates to key personnel, Removal of Funding Sources, marking experiments as “complete” unless requested by reviewers
- Ensure all personnel are up to date with required training and occupational health
- Respond to Committee requests promptly and completely
- Contact RPO if you have any questions or problems with requests.



# Triennial Review Process

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QUESTIONS?

