

Submitting an Annual Continuing Review

Important: A protocol can be created, edited and submitted by the Principal Investigator (PI), Laboratory Contact or Alternate Lab Contact. **However, ONLY the Principal Investigator can complete two sections of the protocol:**

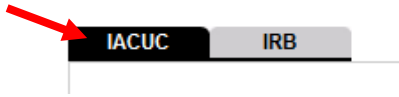
- Only the PI of the grant or subcontract can add his or her own SPO Funding information in the **Funding Sources** section of the protocol. The PI of the grant or subcontract must also be listed in the Personnel Information section of the protocol in one of the following roles: Principal Investigator, Laboratory Contact or Alternate Lab Contact. Training grants can be added by anyone in the one of the aforementioned roles.
- Before the eProtocol system will permit the protocol to be submitted, the PI must log into the system and check the appropriate box in the **Certification** section of the protocol, accepting the responsibilities of the PI. This requirement exists as an electronic substitute for an ink signature from the PI.

- 1) Although protocols are approved for a three-year period, an Annual Continuing Review is conducted on the one-year anniversary of the protocol's approval date.
- 2) The PI, Lab Contact and Alternate lab contact receive an email from eProtocol **30 days prior to submission due date** for the Annual Continuing Review.
- 3) **Important:** All changes to your protocol (including, but not limited to, personnel, animal numbers, species, or animal procedures) must be reviewed and approved by the ACUC before being undertaken.
 - a. For additional information, please see the ACUC [Policy and Procedures on Protocol Review](http://www.acuc.berkeley.edu) on the ACUC web site, <http://www.acuc.berkeley.edu>
 - b. If a protocol is currently undergoing an Amendment (submitted or not), you cannot start the Continuing Review process, and vice versa. Only one review process can occur at a time.

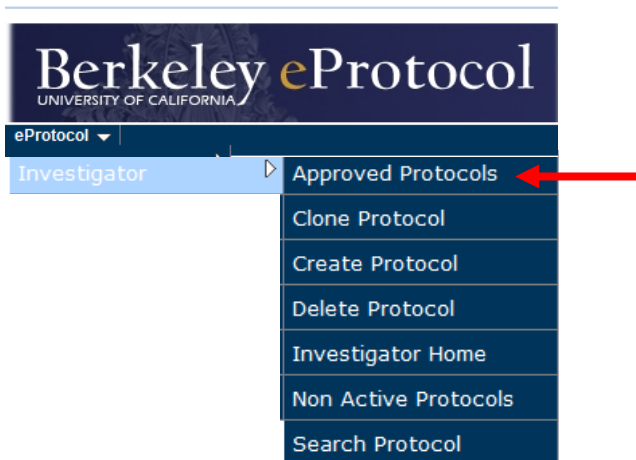
NOTE: *The system will not allow simultaneous Amendment and Continuing Review applications for the same protocol. **Please begin a Continuing Review application first.** If you have **minor** changes to make, you can include these as part of the Continuing Review. If you have **significant** changes, however, this may delay your Continuing Review because they may need to be reviewed by the Full Committee or by Designated Member Review (see the [ACUC Policy & Procedure on Protocol Review](#). If you have **significant** changes to make, first submit and obtain approval of the Continuing Review application, then submit an Amendment. If an Amendment Application has already been started, you must withdraw it before eProtocol will allow you to begin a Continuing Review application.*

Types of minor changes that can be made during the Annual Continuing Review include: reducing animal numbers, deleting species, deleting procedures, and adding or deleting personnel.

- 4) Log in to eProtocol with your CalNet ID & password at: <https://eprotocol.berkeley.edu>
- 5) Click on the **IACUC** tab to see your Investigator Home Page for ACUC Submissions.



- 6) From your Investigator Home Page, there are two ways to get to a list of your **approved protocols**:
 - 1) Scroll to the bottom of the page; or,
 - 2) Go to the **Investigator Menu** on the upper left side of the page and click on **Approved Protocols**.



- 7) Click on the **Protocol ID** link of the protocol for which you wish to submit an Annual Continuing Review.

Approved Protocols							
Protocol ID	Principal Investigator	Title	Approval Date	Last Approval Date	Expiration Date	Review Decision	Form Type
14-07-3748	EMP-FACULTY TEST	Type your study title here...	08/04/2014	08/04/2014	06/30/2017	Designated Review	NEW

8) Select **Start Continue Review** from the Approved Protocol Decision menu and click on **OK**.

Approved Protocol Decision

Please select any one of the following:

- Open in View Mode
- Protocol Details
- Start Amendment
- Start Continuing review
- Close Protocol

9) Complete all the questions on the annual Continuing Review Form and click **Next**.

Continuing review

- Personnel Information
- Species
- Are You Using?
- Funding Sources
- Protocol Information
- Certifications
- Check For Completeness
- Submit Form
- Print View
- Event History
- Email History

Renewal Form

To renew this protocol, answer the following renewal questions. If you would like to make changes to the information in the protocol, add/remove/update personnel, add/modify a procedure, etc., click on the appropriate section on the left side menu.

1) How many animals (of each approved species) were used as part of this protocol during the previous project year?

Project Summary

Species	Number of Animals Used		Reported Used	Total Approved	Remaining Approved	Additional Requested
	Year 1	Year 2				
Other(Lizard)	<input type="text" value="0"/>	<input type="text" value="0"/>	0		0	100
Other(Salamander)	<input type="text" value="0"/>	<input type="text" value="0"/>	0		0	200
Other(Bird)	<input type="text" value="0"/>	<input type="text" value="0"/>	0		0	300

2) During the past year, have any alternatives to the use of animals (e.g., *in vitro* models) become available that could be substituted to achieve your research goals? (If yes, explain)

3) During the past year, have potentially less painful or distressful alternatives (e.g., procedures, drugs) become available that you could use and still achieve your research goals? (If yes, explain)

4) During the past year, did you encounter any unexpected adverse outcomes with the approved animal procedures that were performed? (If yes, explain)

5) Have your experimental procedures required you to keep live animals in your laboratory for longer than 12 hours during the past year?

6) Did any problems arise during implementation of your research or while teaching the course?

7) Do You wish to amend/change/modify any sections of the protocol?
If you would like to make changes to the information in the protocol, add/remove/update personnel, add/modify a procedure, etc., click on the appropriate section on the left side menu.

Remember, ANY change in the care and use of animals involved in this protocol that would affect animal welfare must be promptly forwarded to the IACUC for review. Such changes must not be implemented until approval is obtained from the IACUC. Animals will not be transferred between investigators without prior approval.

List of sections (and questions) that have been changed/modified/amended at the time of renewal.

Complete all the questions on the Annual Continuing Review form. Click **Save** if you wish to return later to complete the form.

Click **Next** when you've completed the form. This will open up your eProtocol for you to either **submit** or **make changes**.

- 10) If you wish to save the Annual Continuing Review Form and return later, click the blue **Save** button.
- 11) If you have **minor changes** to make, you can include these as part of the **Continuing Review**. If you have **significant changes**, however, this may delay your Continuing Review because they may need to be reviewed by the Full Committee or by Designated Member Review (see the [ACUC Policy & Procedure on Protocol Review](#)).
 - a. If you have significant changes to make, first submit and obtain approval of the Continuing Review application, then submit an Amendment.
 - b. If an Amendment Application has already been started, you must withdraw it before eProtocol will allow you to begin a Continuing Review application.
 - c. Types of minor changes that can be made during the Annual Continuing Review include: reducing animal numbers, deleting species, deleting procedures, and adding or deleting personnel.
- 11) If you wish to make changes to the protocol, select those sections of the form you wish to change.
 - a. Be sure to **Save** your protocol as you make changes.
- 12) When you are ready to submit your Annual Continuing Review, click on the blue **Certification** link in the left margin.
 - a. Only the PI can complete the Certification page by clicking on the check box on the bottom of the page.
- 13) To submit the form, click on the blue **Submit Form** link in the left margin.
 - a. A pop-up window will appear, asking if you want to submit the form. Click **Yes**.
 - b. The PI, Lab Contact and Alternate Lab Contact receive a confirmation email when the form is submitted to the IACUC.

Only the PI can complete the **Certification** page by clicking the box at the bottom of the page. Once this is complete, click on **Submit Form** to submit the Annual Continuing Review.

14) The annual Continuing Review will appear on the **Continuing Review** section of the **Investigator Home Page** until it is approved.

Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date	Expiration Date
14-12-3827	PI Name	Test patch 12/5/14 test	SUBMITTED TO IACUC	ACUC		09/30/2017

FINAL REPORT
Currently there are no Final Report forms.

Approved Protocols