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

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

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

Complete all the questions on the Annual Continuing Review form. Click **Save** if you wish to return later to complete the form.
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.
14) The annual Continuing Review will appear on the Continuing Review section of the Investigator Home Page until it is approved.

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.