

Submit a *De Novo* Review of an Approved Protocol

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) A *de novo* review is the triennial review of an ongoing research or teaching activity that is read “as new” by the ACUC.
 - 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>.
- 2) Protocols are approved for a three-year period, after which time a new protocol is submitted to the ACUC for a *de novo* review.
- 3) The PI, Laboratory Contact and Alternate Lab Contact receive multiple email notifications when the three-year expiration date is approaching.
 - a. If your protocol expires, all work with vertebrate animals must stop immediately. The funding agency for any grants associated with your protocol must be notified that your protocol has expired. You are no longer allowed to do any vertebrate animal work nor will you (or your lab personnel) be permitted in the animal facilities.
- 4) In eProtocol, you can **clone the existing protocol** that is due for its triennial review, make any necessary changes, and **submit this “new” protocol for the de novo review**.
- 5) To clone an existing, approved protocol, see the eProtocol Quick Guide on [Cone \(Copy\) a Protocol](#).