

Submit a *De Novo* Review of an Approved Protocol

Important: A protocol can be created, edited and submitted by the Principal Investigator (PI) And Laboratory Contact.

- Only the PI and/or Co-PI of the grant or subcontract can add his or her own SPO Funding information in the **Funding Sources** section of the protocol.
- 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](https://www.acuc.berkeley.edu) on the ACUC web site, <https://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 receives three automated email notifications (100, 86, and 79 days from the expiration date) 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) When preparing to submit for a *de novo*, select the ‘Continuing Review’ option. A “-1” will show up as a suffix to the AUP number, indicating it is the first *de novo* cycle for the protocol. (Every *de novo* cycle will generate a new suffix number. For example, “-2” for the second *de novo* cycle; “-3” for the third cycle, etc).
- 5) PIs are required to address all questions on the continuing review page.