

Submit a *De Novo/Continuing Review* of an Approved Protocol

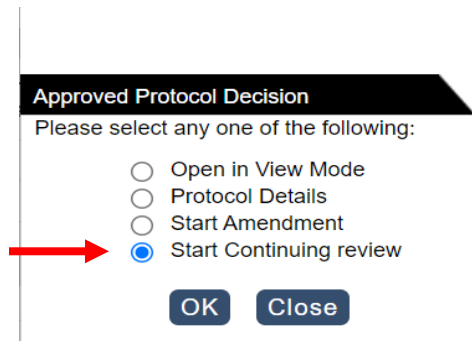
Important: A protocol can be created, edited and submitted by the Principal Investigator (PI), Co-PI, Laboratory Contact, or Administrative Contact. ***However, ONLY the Principal Investigator can complete two sections of the protocol:***

- 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/continuing 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/continuing review*.
- 3) The PI receives three automated email notifications (150, 100, and 68 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/continuing review*, select the ‘Continuing Review’ option.
 - a. Click on the **Protocol ID** link of the protocol that you wish to submit for *de novo/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

b. Select **Start Continuing 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

OK Close

Note: if the 'Continuing Review' option is not available, the protocol is either outside of the de novo/continuing review submission window, there is an amendment pending ACUC review, or there is a pending submission draft that [must be deleted](#) before the de novo/continuing review draft can be started.

A "-1" will show up as a suffix to the AUP number, indicating it is the first *de novo/continuing review* cycle for the protocol. (Every *de novo/continuing review* 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.