eProtocol Review Process Overview


2) Once you have submitted your protocol for review, the Office for Animal Care and Use (OACU) conducts a preliminary review to assure that the protocol is appropriate for review.
   a. The OACU may return a protocol to the PI with suggested changes.
   b. The PI and Laboratory Contact receive an email when a protocol is returned by the OACU.
   c. The PI and Laboratory Contact can review and respond to the comments, edit the protocol, and re-submit the protocol back to the ACUC/OACU for further review.

3) Once the OACU accepts the protocol for review, the method of review is determined based on the criteria outlined in the ACUC Policy and Procedures on Protocol Review: Designated Member Review (DMR), Full Committee Review (FCR), Veterinary Verification and Consultation (VVC), or Administrative Review.

4) Reviewers are assigned to review the protocol (e.g., ACUC Committee Members, OLAC Veterinarians, OACU staff and ACUC Liaisons).

5) If the Reviewers have comments or questions, they will submit them via eProtocol to the OACU during the review process.

6) Comments are compiled by the OACU and “sent” to Principal Investigator (PI) for response.
   a. The comments are incorporated into a new section of the protocol form. The PI opens the protocol to review and respond to the comments and make any necessary changes to the protocol.
   b. The PI and Laboratory Contact receive an email when comments are “sent” by the ACUC/OACU.
   c. The PI and Laboratory Contact can review and respond to the comments, edit the protocol, and submit the responses/changes back to the ACUC/OACU for further review.
   d. This process continues until all comments are resolved and the Reviewers can recommend the protocol for approval.

7) Once submitted, the protocol is “locked” and can’t be edited until the protocol is either returned for comment or approved.