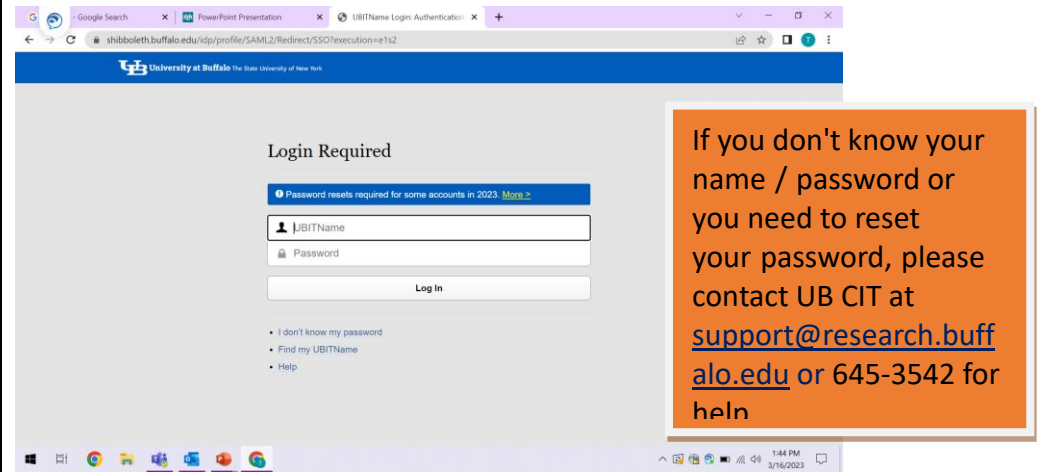
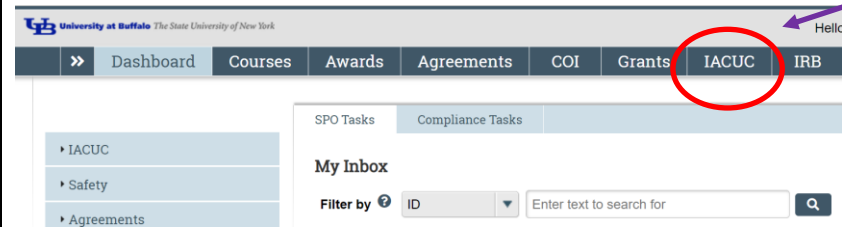


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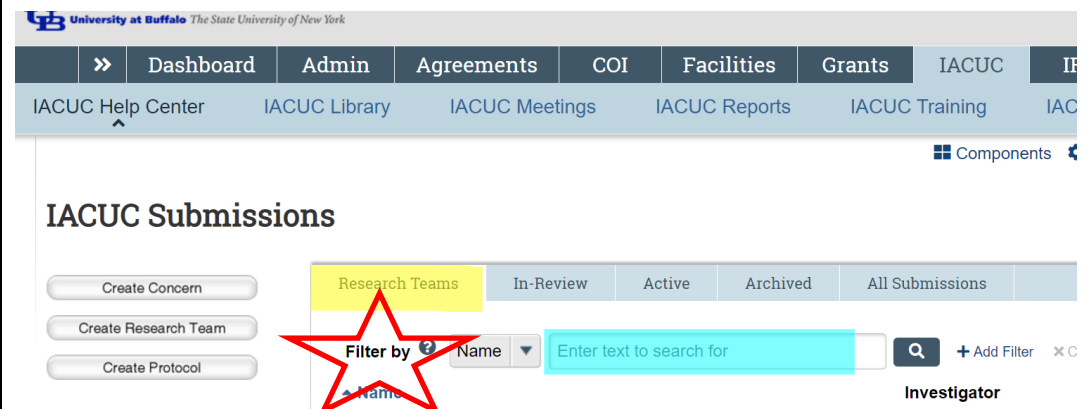
1. Log in to Click with UBIT name and password



2. Click on the IACUC tab in the bar across the top of the page



3. Click on your Research Team – You can filter the Team Names for an easier find



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4. Select the Active Tab to view a list of all your currently approved protocols. Find your protocol that needs to be renewed in the list of Submissions.

Click on the title to open the workspace.

IACUC Submissions

[Create Concern](#)
[Create Research Team](#)
[Create Protocol](#)

[My Inbox](#)
[Help Center](#)

[Research Teams](#) | [In-Review](#) | **[Active](#)** | [Archived](#) | [All Submissions](#)

Filter by ? ID

ID	Name	Date Modified	State	Submission Type
PROTO202100041	Intra-arterial Chemotherapy for GBM in the Rat Model	5/25/2023 8:05 AM	Approved	New Protocol Application
PROTO202000026	Nanoparticle PK - TB	5/24/2023 6:59 PM	Approved	New Protocol Application

5. In the left column, under My Current Actions, there should be an Action button for “Create Annual Review.” Click on that button.



[Home](#) | [Courses](#) | [Agreements](#) | [COI](#) | [Facilities](#) | [Grants](#) | **[IACUC](#)**

IACUC > Cancer Research Team > test

Approved **PROTO201700005:test**

Principal Investigator: RebeccaSimms (pi)(03)
Submission type: New Protocol Application
Primary contact:
IACUC coordinator:
Veterinarian:
PI proxies:

My Current Actions
[View Protocol](#)
[Printer Version](#)
[View Differences](#)
[Create Annual Review](#)
[Create Triennial Review](#)
[Create Amendment](#)

6. Answer the questions on the following page regarding your use of animals over the past year. If your protocol involves category E procedures, the following additional information must be provided:

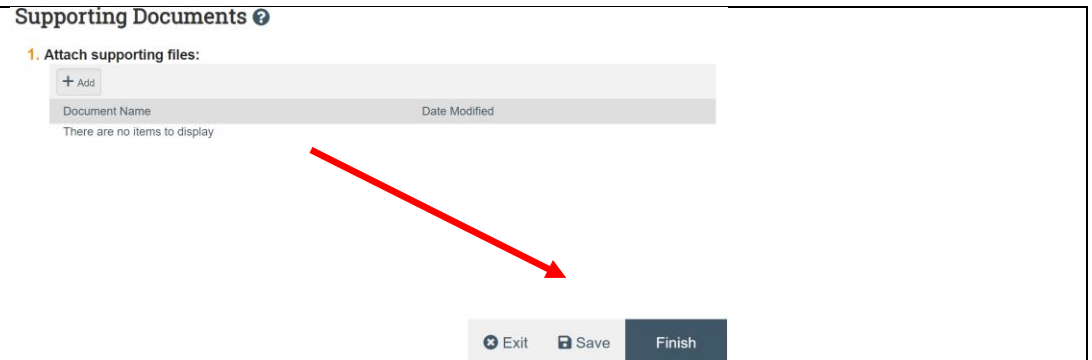
a. Provide the number of animals used over the past year that underwent a category E procedure.

b. Summarize monitoring procedures used for these animals. Indicate whether or not a monitoring chart/record is used. If so, provide a copy of the monitoring records. 1 example for each chart is sufficient—please see step #8 for more information.

c. Indicate whether or not there were any unexpected occurrences, i.e., problems, deaths and if so, were these occurrences reported to the LAF veterinary staff.

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7. When you have finished the application, click on the “Save” button and then hit “Finish” or “Exit” to go back to the Workspace.



8. If a monitoring chart/record is used to monitor category E animals, a sample completed chart must be provided. You can attach this by clicking on “Add Comment” on the left side of the screen, under My Current Actions.

In the pop-up window, make any comments that are necessary in #1. Click on “+ Add” in #2 to attach the chart and then click on “Ok” to post the comment.

9. On the left side of the screen, under My Current Actions, there should be a “Submit” button. Click on that button to send the triennial review to the IACUC office for pre-review.

