

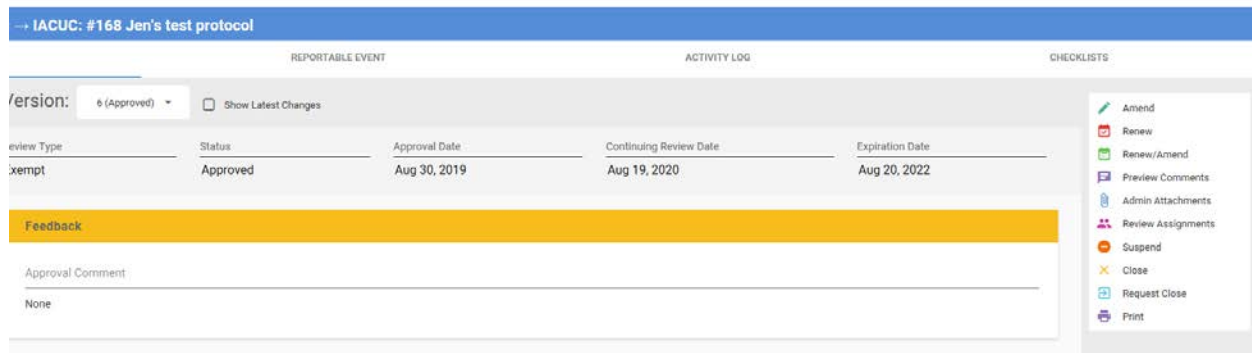
## QUICK GUIDE

### How to RENEW an IACUC protocol

All protocols require continuing review/annual renewal. When your protocol is approved, for example 8/31/19, it must be renewed and re-approved by 8/31/20 to continue work.

You will receive a Kuali email notification 30 days prior to your protocol expiring.

1. When you receive the renewal email, please log in to Kuali and select the most recent copy of your protocol and open it.
2. Click **Renew** or **Renew/Amend** from the right side of the screen.



The screenshot shows the Kuali IACUC protocol management interface. At the top, there is a blue header with the text "→ IACUC: #168 Jen's test protocol". Below this, there are three tabs: "REPORTABLE EVENT", "ACTIVITY LOG", and "CHECKLISTS". The main content area displays the protocol details for "Version: 6 (Approved)" and "Show Latest Changes". A table shows the following information:

Review Type	Status	Approval Date	Continuing Review Date	Expiration Date
Exempt	Approved	Aug 30, 2019	Aug 19, 2020	Aug 20, 2022

Below the table, there is a "Feedback" section with a yellow header and a text input field for "Approval Comment" with the value "None". On the right side, there is a vertical menu with the following options: Amend, Renew, Renew/Amend, Preview Comments, Admin Attachments, Review Assignments, Suspend, Close, Request Close, and Print.

**Note:** The IACUC recommends renewing without amending your protocol, especially if you are close to your protocol expiring. This will expedite the review and approval process, you can then submit an amendment once your renewal is approved.

### 3. HOWEVER:

- If you have category D or E procedures you **MUST** select **Renew/Amend**. This will allow you to update your alternative search which is required.
- If you are making changes to your animal numbers, you **MUST** select **Renew/Amend**.

4. If you have started a **Renew**, you can **Abandon** and then select **Renew/Amend**.

5. Once you select **Renew**, you will see this:

**Renewal**

To renew this protocol, answer the following renewal questions. If you need to add/remove/update personnel you need to execute a combined Renew/Amend action modify the individuals in the Person section of the Protocol.

If this protocol is in pain/distress category D or E you must submit a Renew/Amend action and update the alternative search section to include the last year.

**Animals Used**  
How many animals (of each approved species) were used as part of the protocol during the previous year? Are any of these animals carried over from a previous year?

[Columns](#)   [+ Add Line](#)

	SPECIES	NUMBER USED	NUMBER CARRIED OVER
<a href="#">+ Add Info</a>			

For the upcoming year, do you need to amend the number of animals that were requested in the original protocol?

Yes

No

During the past year, were there any unexpected problems or complications?

Yes

No

6. Complete this simple **Renewal form**. Then click **Submit** on the right side of the screen.

