**INSTRUCTIONS FOR PROTOCOL RENEWAL**

**GENERAL INFORMATION:**

1. All protocol submissions must be prepared on the web-based system. The protocol web site is: <https://researchcompliance.web.virginia.edu/acuc/>. You may use your previously approved protocol as a template for preparing the renewing protocol. You will need a NetBadge ID Login before entering the protocol. (Contact ITS at 4-4357 for an account.)

2. Starting in October, 2019, the ACUC will ONLY require the review of all Third Year Protocols, all Modifications and first and second annual protocols that are funded by the Department of Defense (DoD), Veteran’s Affairs (VA), or that have USDA regulated species. The use of birds, mice of the genus Mus and rats of the genus Rattus on a protocol are EXEMPT from annual reviews as long as they do not have DoD or VA funding.

If your animal use protocol contains BOTH USDA and non-USDA regulated species, or is funded by BOTH NIH and DoD or VA, the protocol will require annual review. In the future, you may want to separate the species by creating separate protocols (USDA regulated in one, and non-USDA regulated in another) or (NIH funding in one and DoD or VA funding in another).

3. If you are using biohazards or radioisotopes in live animals, you must have approval or be in the process of obtaining approval from the appropriate regulatory committee (IBC or Radiation Safety). **The animal use protocol cannot be approved by the ACUC until approval from the appropriate committee has been obtained.**

4. The cover letter is located at the end of the online protocol form. If the protocol is modified (other than updated literature searches and/or personnel changes), list the modifications in the cover letter.

5. All animal handlers are required to have an initial (face-to-face) occupational health evaluation prior to working with animals. Generally, animal handlers return for a face-to face evaluation once every three and complete an online re-evaluation annually during the intervening two years. (Some conditions may require all visits to be face-to-face.) Employees are to report to UVA WorkMed and students are to report to Student Health to complete this requirement. Failure to report for the preliminary evaluation or subsequent re-evaluations will result in the loss of privileges to work with animals and possibly revocation of protocol approval. General information regarding the occupational health program may be found at: https://www2.virginia.edu/vpr/iacuc/occhealth.html. To obtain the occupational health form only, go to: <https://researchcompliance.web.virginia.edu/acuc/>

 You will need your NetBadge login to access the website. Select “Animal Handler Access”. On the next page, select “Get Occupational Health Form” and follow the instructions “Unfit for Work.”

6. Every animal handler on the protocol must have completed the appropriate online AALAS-ALL and UVA training modules, if applicable. All modules can be accessed via the protocol website <https://researchcompliance.web.virginia.edu/acuc/> under “Animal Handler Access”. You will need your NetBadge login to access the website. You will see the word “Required” for any training modules you must complete. The training that you are required to take is dependent upon the protocol(s) on which you are listed as an animal handler.

7. All new animal handlers on the protocol must attend the Orientation Training Seminar within 60 days of protocol submission. Information about the training dates and times may be found at: <https://research.virginia.edu/office-animal-welfare/training>. Registration is required. Email the registration request to Nicky Rose at dlt9h@virginia.edu.

8. If this protocol is for educational purposes, the appropriate educational curriculum committee must review and approve this protocol prior to submission to the ACUC. Documentation of the educational curriculum committee approval must accompany the submitted protocol. If you have questions regarding the appropriate curriculum committee, contact the dean of your school.

Questions should be directed to the ACUC Office at 924-0405 or email: acuc@virginia.edu.

**ONLINE INSTRUCTIONS:**

1. Select **PI Access** on the ACUC protocol submission web page. <https://researchcompliance.web.virginia.edu/acuc/>

2. Read the information page “Protocol Submittal and Retrieval”.

3. Select **Click Here** at the bottom to enter the online protocol system.

4. You will enter “**Protocols, Personnel & Serious Adverse Events**” and see a table that displays:

1. **PI Associates** (Associates who can create, modify, and submit protocols on your behalf)
2. **PI Administrative Contacts** (Admin. Associates that can further assist the PI)
3. **Animal Handler Training and Health Assessment Records** (Shows training records of animal handlers on protocol)
4. **Grant Administrator Data** (Grant data for protocol)
5. **Serious Adverse Events (SAE)** (Report SAE here)

F. **Protocol List** (Existing protocols to which you have access)

* To create a new protocol, Select, Use **this form** to create a **new (blank)** protocol record.
* For existing approved, “green” protocols, see “copy view, pdf, update contact” links. Please “Copy” the protocol for Modification, Annual Renewal, or to make a New protocol that has many similarities and to reduce data entry.
* For unsubmitted protocols (white) and submitted protocols (pink), the links available are “edit, view, pdf, update contact”.

5. Select **Copy** for the protocol you want to renew, modify or to add animal handlers. (See separate instructions on adding animal handlers.)

1. Copy this protocol to edit ANY/ALL parts of the protocol (REQUIRED)

**And**

1. Protocol Submittal Type (REQUIRED)

New

1st or 2nd annual review - NO modifications (other than personnel & literature search updates)

1st or 2nd annual review - with modifications

3rd year review

Modification only

Minor Modification only -- See Minor Modification Policy (opens a new browser window)

1. **Click Here** to Copy this Protocol
2. Welcome to you NEW Protocol!
3. Instructions for Protocol Submittal – Describes the parts of the protocols.
4. You can view the protocol from this page, but this view **MAY NOT** be used for Protocol Submittal to the ACUC.
5. Part I: Protocol Summary **Click Here** to modify.
6. Part II: **Click Here** to Create a New Species Procedure, if applicable.
7. Update the appropriate sections of the protocol. Complete all red required fields. Remember to **SAVE DATA & CONTINUE**. If no red required fields appear, all fields are complete. If you are satisfied with the completed protocol, you should now select **Prepare This Protocol for Submittal**.
8. Read the **“Principal Investigator’s Assurance for the Humane Care and Use of Laboratory Animals”** *form which you MUST click to acknowledge before submitting your protocol*.
9. Enter your cover letter online and click the **Submit Protocol** button.
10. You will see a confirmation page indicating that your protocol has been successfully submitted. A confirmation email will be sent to the PI, Contact Person, and the ACUC Office.

*Revised 08/19*