IACUC Protocol Review Process

IACUC Protocol Received
(New, Amendment, Continuation)

→ Research Compliance Enters into Protocol Tracking Spreadsheet

Communicate to the PI that the protocol has been received and intake has started

— w/in 72 business hours

Protocol is sent to IACUC chair (or designee) for assignment [i.e. Designated Review (DR) or Full Committee Review (FCR)]

Protocol sent to IACUC for review and for the opportunity to call to FCR. If not called to FCR, protocol assigned to Designated Reviewers

— w/in 72 business hours

Protocol review type is communicated to PI; for FCR, communication includes the meeting date. PI can request to attend the meeting to discuss the study details and answer questions.

Designated Review
(at least 2 IACUC members)

Initial review performed by assigned reviewers; Outcome (Approval, Requires Modification, Refer to FC) is sent to PI; IACUC and Research Compliance will work with PI to resolve revisions, if necessary.

w/in 3 business weeks for Designated Review; w/in 5 weeks for Full Committee Review[1]

Full Committee Review
(all IACUC members)

Initial review performed by IACUC at the meeting; Outcome (Approval, Requires Modification, Withhold Approval) is sent to PI; IACUC and Research Compliance will work with PI to resolve revisions, if necessary. If Major Revisions are required to secure approval, resubmitted protocol goes through DR process.

Notice of Approval emailed to PI, Information on post-approval included
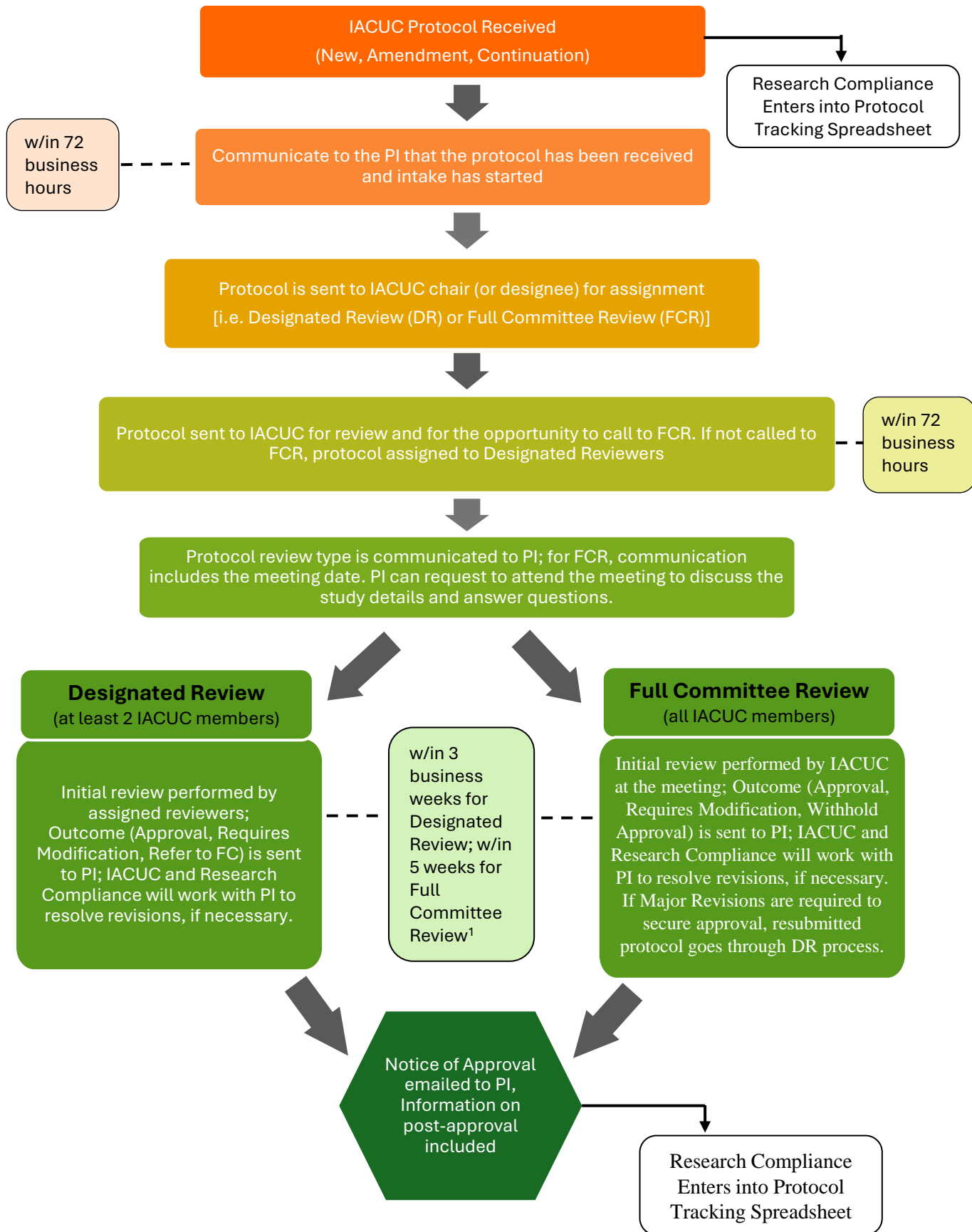
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[1] Final approval timeline will depend on the type of review (Designated or Full). Full approval for initiation of research will be contingent on whether there are additional compliance considerations (EHS, Biosafety, Export Controls, Controlled Substances) that need managing by experts who may be consulted, the nature of the revisions necessary for the approval of the protocol, and the responsiveness of the PI to those revisions. If revisions are necessary, after the PI has addressed the committee's concerns and resubmitted, Research Compliance will respond to the PI within 3 business days to confirm receipt and within 3 business weeks a new review determination.