Guidance on Protocol Submission Deadlines

The IACUC strives to review protocols in a timely fashion while ensuring regulatory compliance. Protocol approval is granted only after all required training, OHSP clearance (as per IACUC Policy 106), IBC/Radiation requirements and all other pending items have been completed and after all questions have been answered to the satisfaction of the reviewers. IACUC reviewers are faculty members and professional staff with similar academic and service workloads as other UK researchers. In order to facilitate your protocol application and to allow adequate time for the review process and subsequent revision(s) (thereby increasing chances of approval by the desired date) we suggest that protocols be submitted using the electronic protocol system approximately **2 months** before the expected date of approval.

Remember the review process may necessitate extensive interactions between the PI and reviewers which may require several rounds of revisions.

If your protocol requires Full Committee Review (see IACUC Policy 112 for details) please remember the IACUC convenes on the 3rd Wednesday of each month (except on November and December). For example, if you want your protocol to be presented on the October 20 IACUC meeting, we recommend you submit your protocol by August 20. After the initial submission, the final review by the PI (containing updates or answers to any remaining questions) should be received by the IACUC office no less than a week before the scheduled IACUC meeting (using the example above you should submit your protocol with all remaining questions answered no later than October 13). This ensures adequate review time, inclusion of the specific protocol in the meeting agenda, etc. There is no guarantee that a final revised protocol submitted later than one week prior to the IACUC meeting will make the agenda for that month.

See examples below:

Desired IACUC meeting date	Suggested initial submission date	Suggested final submission date
Feb 17	Dec 17	Feb 10
Mar 17	Jan 17	Mar 10
April 21	Feb 21	April 14
May 19	Mar 19	May 12