

INSTRUCTIONS FOR PROTOCOL RENEWAL

GENERAL INFORMATION:

1. All protocol submissions must be prepared on the web-based system. The protocol web site is: <https://vprgsecure.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 Web Login and password before entering the protocol. (Contact ITC at 4-3731 for an account.)
2. The cover letter is now included in the online protocol form. It should indicate whether the protocol is a (a) First or Second Annual Renewal of the currently approved protocol (including protocol number) with NO changes (other than personnel and updated literature searches), (b) Continuation After Three Years, or a (c) Modified First or Second Annual Renewal. ***If the protocol is modified (other than updated literature searches and/or personnel changes), list the modifications in the cover letter.
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. 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, such as working with non-human primates, 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: <http://www.virginia.edu/vpr/iacuc//ochealth.html>. To obtain the occupational health form only, go to: <https://vprgsecure.web.virginia.edu/acuc/>. You will need your NetBadge ID and password to access the website. Select "Animal Handler Access". On the next page, select "Get Occupational Health Form" and follow the instructions.

5. Every animal handler on the protocol must have completed the appropriate on-line LATA and UVa training modules, if applicable. All modules can be accessed via the protocol website <https://vprgsecure.web.virginia.edu/acuc/> under "Animal Handler Access". You will need your NetBadge password to access the website. You will see the word "required" under the heading "Relevant Training" 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.
6. 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: <http://www.virginia.edu/vpr/animalwelfare/orientation.html>. Registration is required. E-mail the registration request to Angela Gamble at adr8s@virginia.edu.
7. 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.

If you have any further questions, please call the ACUC Office at 924-0405 or send e-mail to acuc@virginia.edu.

ON-LINE INSTRUCTIONS:

1. Select **PI Access** on the ACUC protocol submission web page. (<https://vprgsecure.web.virginia.edu/acuc/>)
2. Login with your NetBadge ID and your own Password.
3. Read the information page "Protocol Submittal and Retrieval".
4. Once you have read the information page hit **Click Here** to enter the online protocol system.
5. You will enter the "**Protocol Submission Application**".
6. You then see a table that displays:
 - A. **PI Associates** (Associates who can create, modify, and submit protocols on your behalf)
 - B. **Protocol Access List** (Existing protocols to which you have access. For each protocol listed there is a "**Print/Copy/Modify**" link to enable you to print, copy, or modify it. You may use the "**Copy this Protocol**" feature for Modification, Annual Renewal, or

to make a New protocol that has many similarities and to reduce data entry.

7. Select **Print/Copy/Modify** for the protocol you want to renew. On this page, you will have three options:
 - Option 1: Change the Contact Person.
 - Option 2: View/print the entire protocol.
 - Option 3: Copy this protocol.
 - Click on the radio button to **Copy this Protocol to edit ANY/ALL parts**, then click the button that says **Click here to copy this protocol**.
8. Instructions for Protocol Submittal is the next page you will see. This page is a summary of what is expected in the protocol. Click the **Click Here to Continue** button.
9. You can view the protocol from this page, but this view **MAY NOT** be used for Protocol Submittal to the ACUC.
10. Enter Part I: Protocol Summary to modify.
11. Enter Part II: Create a New Species Procedure, if applicable.
12. Update the appropriate sections of the protocol. If any red indicators show, go back and complete the missing information. (Remember to **SAVE DATA & CONTINUE**.) If no red indicators appear, all fields are complete. If you are satisfied with the completed protocol, you should now select **Prepare This Protocol for Submittal**.
13. 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.
14. Enter your cover letter online and click the **Submit Protocol** button.
15. You will see a confirmation page indicating that your protocol has been successfully submitted. A confirmation e-mail regarding this submittal will be sent to the PI, Contact Person, and the ACUC Office. If you are the PI or Contact Person and do not receive a confirmation e-mail, please contact the ACUC Office at 4-0405.