

**PROCEDURE FOR**  
**MINOR MODIFICATION REVIEW**

1. Review the policy on Minor Modification Review to confirm whether your protocol modifications qualify for Minor Modification Review. (The guidelines are very specific, and if your modifications don't meet the listed criteria, you will need to submit your protocol under the standard modification process that requires full Committee review.)
2. Call the ACUC Office at 4-0405 and request that you would like your protocol to be released for Minor Modification Review.
3. Make your modification on-line and click the "Submit" button when finished.
4. Print out a copy of the protocol.
5. Sign the protocol.
6. Make two (2) copies of the signed protocol.
7. Highlight the changes you made in the protocol on all copies.
8. Prepare a cover letter that includes your name, the protocol title, the protocol number, details of the modification you propose, and the page numbers where the modification can be found.
9. Return the signed original protocol and one copy together with the cover letter (outlining the specific change(s) and the page number(s) where located) to the ACUC office.
10. Keep the other copy of the modified protocol for your reference.
11. A member of the Animal Care and Use Committee will be the Designated Reviewer and will decide whether the modification is acceptable. The Designated Reviewer will make every effort to provide you with a decision within one week of receipt. You and the Contact Person listed on the protocol will be notified by e-mail as to whether your Minor Modification has been **Approved, Approved Pending Modification, Disapproved**, or returned for **Full Committee Review** (because it did not meet the criteria for Minor Modification Review).
12. Should your protocol be returned due to "Approved Pending Modification" status, you have two (2) business days in which to respond. You will need to call the ACUC office first to have the protocol released again. Repeat the process starting at step # 2 above.
13. Should your protocol be determined to need "Full Committee Review", you will need to resubmit the signed original protocol and 15 copies (with modified text highlighted) together

with a new cover letter (outlining the specific changes and the page numbers where they are located) to the ACUC office by the next protocol submission deadline.