

William S. Middleton Memorial Veterans Hospital  
VA IACUC Policy #17-13

**Timeline for Protocol Revisions in Response to Committee Review**

**Policy:** After the IACUC has completed its review of new protocols or Changes of Protocols, questions or comments are sent to the Principal Investigator. The following plan establishes a timeline for this post-meeting process:

<b>Time</b>	<b>Coordinator Actions / PI Actions</b>	
Week 0	<b>VA IACUC meeting</b>	
Week 1 after meeting	The IACUC Coordinator sends a list of Committee questions or comments to the PI and to lead lab technician if different than PI.	
Weeks 2-3	PI or lead lab technician responds to questions, or requests an extension of time. Please contact the IACUC coordinator either by phone or by email to request an extension No more than 2 additional weeks will be allowed.	
Week 4	<p><b>If no extension is requested:</b> If no response is received, IACUC Coordinator issues notice to PI that approval has NOT been granted and that the PI must resubmit his/her protocol for review at the next IACUC meeting.</p> <p>If response is received, response is reviewed, and when response is found acceptable, approval notice is issued. Primary reviewer has the right to request additional clarification if modifications do not answer initial questions.</p>	<p><b>If extension is requested:</b> PI responds to questions.</p>
Week 5	N/A	Same as above.

Week 6	N/A	<p>If no response is received, IACUC Coordinator issues notice to PI that approval has NOT been granted and that the PI must resubmit his/her protocol for review at the next IACUC meeting.</p> <p>If response is received, response is reviewed, and when response is found acceptable, approval notice is issued. Primary reviewer has the right to request additional clarification if modifications do not answer initial questions.</p>
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This follow-up plan is similar to one adopted by the animal care committee for the UW SMPH ACUC for its own post-meeting responses.

### **Responsibilities:**

#### **1. Role of the Investigator**

Principal Investigators or lead lab technician will now be given a limited time (2 weeks) to respond to Committee questions or comments. Any investigator or lead lab technician needing more time must request an extension of time prior to the end of the first two weeks.

#### **2. Role of the Veterinary Medical Consultant, IACUC Chair, IACUC Primary Reviewers**

The primary or secondary reviewer and VMC will review and approve all revisions made by the PI in response to IACUC questions or comments according to the procedures adopted for designated member review. The IACUC Chair may appoint additional reviewers or substitute reviewers if the original reviewers are unavailable.

#### **3. IACUC Oversight**

Any Committee questions or comments will be given to all PIs within a week of the meeting day. These comments will be provided by the IACUC Coordinator. Requests for extensions of time beyond the initial 2 weeks should be sent to the IACUC Coordinator by either phone or email.

After changes made have been approved by the IACUC reviewer(s) cited above, and after all signatures on the protocol or Change of Protocol have been obtained, a fully signed copy will be sent to the PI along with a status memorandum. This memorandum will cite the date of the IACUC approval, any limiting conditions of the approval, and will note return of the final electronic version of any protocol or Change of Protocol.

**Questions:** Any questions on this policy should be directed to the A.O. (280-7222).

**Effective date:** The content of this policy was approved at the IACUC meeting on 5/13/02, and updated at the 7/11/05, 9/08/2008, 9/13/2010, 5/02/2011, 9/12/12, 9/11/13 IACUC meetings.