**Name:** Yearly Protocol Update **Created:** 3/5/21

**Number:** FSU-SOP-180.01 **Revised:** --

**Category:** General Procedures **Author(s):** J.Ludlam, R.Shapiro, D.Welsh

1. **Purpose**

IACUC protocols are typically approved for three years. However, such approval is contingent upon satisfactory yearly updates provided by the Principal Investigator (PI) of the protocol. This yearly update is required in order to provide the IACUC with updates regarding the implementation of the procedures outlined in the proposal, as well as any deviations to the approved application that have occurred. This SOP describes the procedures for submitting annual updates to IACUC-approved proposals to the IACUC for annual review. It is the responsibility of the PI to carefully read and follow this SOP as a condition of approval.

1. **Policy**
	1. Any protocol contained in an application approved by the IACUC is to be implemented as written. Protocols are typically approved for a three-year period, with the expectation of annual review.
		1. If the PI desires to change any of the procedures that have been approved in the application, these changes must be formally submitted to the Chair of the IACUC prior to implementing these changes. These changes will be subject to the approval of the IACUC, which may include a Designated Member Review or a full committee review.
		2. Any implementation of procedures that deviate from those contained in the approved application, which have not been approved by the committee, would constitute implementing a non-approved procedure.
	2. Regardless of whether there have been any approved changes to protocols, all approved applications are subject to annual review, using the IACUC Annual Protocol Update Form. This form should be submitted to the Chair of the IACUC.
		1. The submission of this form is due to the IACUC on or before the one-year anniversary date of the initial IACUC approval.
		2. It is the responsibility of the PI to keep track of this date and submit the form accordingly.
		3. Failure to submit this form would require all animal use activity under this protocol to stop and a new protocol application to be submitted and approved by the IACUC.
		4. Although the Protocol Update Form includes an opportunity to highlight deviations from the initial approved protocol, it should not be construed as a substitute for reporting these deviations and getting IACUC approval prior to their implementation.

|  |  |  |
| --- | --- | --- |
| VERSION # | APPROVED | DETAILS  |
| XXX.XX |  | Authored by J.Ludlam, R.Shapiro, D.Welsh |
|  |  |  |