

## Instructions for Completing Continuing Reviews

**NOTE:** Continuing review refers to protocols up for annual renewal. While protocols are approved for three years, a progress report **MUST** be completed by the Principal Investigator and submitted to the IACUC annually. Failure to return progress report could affect your ability to order animals and result in **TERMINATION** of the protocol.

In Cayuse Animal Oversight, the left-hand menu contains different sections for alerts regarding your protocols. You can refer to these alerts to understand where your protocols are within the routing process.

Animal Oversight		
Alert	Inbox	Total
Protocol Actions	0	5
Draft Protocols	0	0
Protocols in Review	0	2
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	2	2
Transfer Ownership	0	0

Click on Continuations in Review. The following tabs will appear

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### Continuing Review

- Info
- Progress Report
- Project Personnel
- Adverse Events
- Alt To Animal Use
- Alt To Painful Procedures
- Duplication
- Future Plans

**Info Tab** – This tab may not be edited. It provides the following information:

- The Record of Animal Use - original number of animals approved in each USDA category and the balance to be carried forward for the next year.
- The USDA Category - actual animal usage. If any changes have occurred, you **MUST** submit an **amendment**.
- The Funding Source - the approved Fund Source. If any changes have occurred, you **MUST** submit an **amendment**.

**Progress Report:**

- Choose a status (i.e. Continue As-Is or Withdrawn) from dropdown menu.
- To Withdraw protocol: Choose *Withdrawn*. Remaining tabs will disappear and the field for Animal Disposition displays. Complete the field, save and submit. If protocol is withdrawn, it may **NOT** be reactivated in a future date.
- To continue the study, choose Continue as-is, provide brief update in space provided, **DO NOT CLICK SAVE** and complete **ALL** of the following tabs that appear below. Failure to do so will result in the progress report being returned and delay in re-approval.
  - Project Personnel - On this tab you may remove or maintain personnel named on the approved protocol. To add personnel, you **MUST** submit a separate amendment.
  - Adverse Events
  - Alternatives to Animal Use
  - Alternatives to Painful Procedures
  - Duplication
  - Future Plans (use the Drop Down to select No Changes, Changes are planned, or Other)
- Once you have completed the Review form, click SAVE. Box that appears next to “Continuing Review” will display a green check in the box.

**Submit: CLICK** on the “Submit” button to send to the IACUC office. As a reminder, while PI designee may complete the progress report, only the PI may submit the Progress Report to the IACUC.

If you have any questions and/or have difficulties submitting the Review form, contact: Dr. Sunder Shrestha, Animal Welfare Officer:

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