1.0 PURPOSE

The purpose of this SOP is to describe the process for responding to revisions by the IACUC Administrator or an IACUC Reviewer for a new study submission, amendments or annual reports.

2.0 GENERAL INFORMATION AND SCOPE

Accessing Mentor IACUC:

1. Go to the Mentor website.
2. Institution ID = NKU.
3. Click “Log in”.
4. Use your NKU ID (NKU email username) and NKU password to log in.

3.0 PROCEDURES

3.1 RESPONDING TO REVISIONS REQUIRED FOR A NEW PROTOCOL

You will receive an email either notifying you of approval of the protocol or notifying you that revisions are required.

If revisions are required:

1. Click on the link in the email. This will open your protocol or will open Mentor. If Mentor opens:
   a. Click “IACUC” in the black banner.
   b. Click “My Protocols”.
   c. Open the appropriate protocol.
2. Depending on the type of revisions, you will be able to see the required revisions one of two ways:
   a. By clicking “Revision Required” which should be in red toward the top of the screen, or
   b. By clicking “Reviewer (type of review) Review Notes” towards the bottom of the screen.
   Clicking either of these options will allow you to see the reviewer checklist and comments.
3. After reviewing the required revisions, click “Cancel” in the upper right of the screen.
4. Make the required revisions.
5. Click “Submit Revisions for Review” which should be located at the top of the page and highlighted in yellow.
6. Click “OK”.

3.2 RESPONDING TO REVISIONS REQUIRED FOR AN ANNUAL REPORT

1. Click on the link in the email. This will open your protocol or will open Mentor. If Mentor opens:
a. Click “IACUC” in the black banner.
b. Click “My Protocols”.
c. Open the appropriate protocol.

2. Click on the “Annual Reports” tab at the bottom.
3. Click the red “Pending – Revisions Required” link.
4. After reviewing the required revisions, click “Cancel” in the upper right of the screen.
5. Make the required revisions.
6. Click the yellow “Submit Revisions for Review” located in the Annual Report space.
7. Click “OK”.

3.3 RESPONDING TO REVISIONS REQUIRED FOR AN AMENDMENT

1. Click on the link in the email. This will open your protocol or will open Mentor. If Mentor opens:
   d. Click “IACUC” in the black banner.
   e. Click “My Protocols”.
   f. Open the appropriate protocol.
2. Click on the “Amendment” tab at the bottom.
3. Click the red “Pending – Revisions Required” link.
4. After reviewing the required revisions, click “Cancel” in the upper right of the screen.
5. Make the required revisions.
6. Click the yellow “Submit Revisions for Review” located in the Amendment space.
7. Click “OK”.

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