



SOP Title	(IACUC) Responding to Required Revisions				
Date Last Revised	05/07/2025	Date Created	06/11/2019	Revision #	1.2
SOP Number	24	Required by:	<input type="checkbox"/> OHRP <input type="checkbox"/> Funding Agency <input type="checkbox"/> OLAW		
Applicability	<input type="checkbox"/> RGC Internal <input checked="" type="checkbox"/> Researcher <input type="checkbox"/> Institutional				
Subgroup	<input type="checkbox"/> NKU Compliance <input type="checkbox"/> IRB <input checked="" type="checkbox"/> IACUC <input type="checkbox"/> IBC				

## 1.0 PURPOSE

The purpose of this SOP is to describe the process for responding to revisions by the Institutional Animal Care and Use Committee (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. If prompted, the 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 dropdown on the left.
  - b. Click "My Protocols".
  - c. Open the appropriate protocol.
2. Click the dropdown arrow next to "Files"
3. Select the file name that includes "Review Notes".
4. Make the required revisions.
5. Click "Submit Revisions for Review" which should be located at the top of the page. 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 dropdown on the left.

- 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 side 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:
  - a. Click "IACUC" in the dropdown on the left.
  - b. Click "My Protocols".
  - c. 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".

#### Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/24/2019	<input type="checkbox"/>
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>

#### Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	08/25/2020	<input type="checkbox"/>	Formatting approved by A. Southwick
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	05/7/2025	<input type="checkbox"/>	Mentor UI Update
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	