



SOP Title	(IACUC) PI – Submitting Three Year Renewals				
Date Last Revised	07/03/2024	Date Created	05/14/2019	Revision #	1.3
SOP Number	3	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 of submitting three-year renewals for approved IACUC protocols.

2.0 GENERAL INFORMATION AND SCOPE

All research, wildlife or classroom projects involving vertebrate animals are required to be reviewed by the Northern Kentucky University (NKU) Institutional Animal Care and Use Committee (IACUC) every three years. The IACUC protocol review process is managed through the Mentor IACUC system.

Investigators must complete the required CITI training courses and complete the Animal Contact Assessment form prior to submit a protocol through Mentor IACUC.

3.0 PROCEDURES

3.1 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.

There are two ways to submit a three-year renewal available to the PI:

1. [Create a new protocol from scratch. See Section 3.2 for instructions.](#)
2. [Copy the current approved protocol.](#) This will copy the protocol question sections and protocol page information. Please note, that if amendments have been submitted that revised the protocol question sections, this will not be reflected in the copy. See Section 3.3 for instructions.

3.2 SUBMITTING A THREE-YEAR RENEWAL

SUBMITTING A THREE-YEAR RENEWAL USING A NEW NKU IACUC PROTOCOL

Follow the SOP for Submitting a New IACUC Protocol.

For “Application Type” – Select “Three Year Renewal”.

In the “3 Year Renewal of: IACUC ID #” dropdown - Select the current IACUC number.

3.3 SUBMITTING A THREE YEAR REVEVAL (COPY PREVIOUS PROTOCOL)

1. Log into [Mentor IACUC](#).
2. Click “IACUC” in the dropdown.
3. Click “My Protocols”.
4. Open the original approved protocol you wish to “copy”.
5. Click the three dots next to “More”.
6. Click “Copy”.
7. Change the “Proposed Start Date”.
8. Edit the protocol title.
9. Click “Copy Protocol” This will take you to the copy of the protocol (the three-year renewal protocol). This will copy the protocol questions and protocol page information. **Please note, if amendments have been submitted that revise the protocol question sections, this will not be reflected in the copy.**
10. To see previous revisions, open the original protocol, scroll to the bottom and click the “Amendments” tab. Here you can see all amendments that have been submitted.
11. Click “Edit” to change any information (i.e. adding researchers, updated funding information, etc.) on the protocol page.
12. Review the copied IACUC Protocol and edit any information that has changed or should change by clicking “IACUC Protocol (Click Here)”.
13. After reviewing and editing, click “Save”.

ADDING RESEARCH PERSONNEL

1. Click “Personnel” on the protocol page.
2. Type the researcher’s last name in the appropriate section (Co-PI’s or Research Staff).
3. Select their name.
4. Click “Add +”.
5. Click “Save”.
 - a. Note, you will provide additional information (i.e. positions and responsibilities) within the IACUC Protocol.

ELECTRONIC SIGNATURE

1. Click “Personnel” on the protocol page.
2. Click “Sign Electronically” next to your name.

SUBMITTING

1. Click the “Submit for Protocol Review” button.

Note: Remember to upload all relevant documents (wildlife permits, etc.) before submitting.

3.4 MONITORING REVIEW OF RESEARCH PROTOCOLS

1. Quite often, a protocol requires revisions before final review. You may log into Mentor IACUC at any point to view the status of your protocol.
2. For questions specific to your Protocol, please use the “Messages” link while viewing your protocol in Mentor (upper right side of the page). All messages become part of the Protocol record, which is useful for both the IACUC and the Investigator.
3. For questions about Mentor IACUC, CITI training, or the NKU Research Compliance program, please contact Anita Southwick: iacuc@nku.edu.

3.5 DOWNLOADING THE APPROVED PROTOCOL

At any time, a PI can download the approved protocol for project approved after 07/01/2019 by:

1. Opening the protocol.
2. In “Approved IACUC Protocols” select the link to “ApprovedIACUCProtocols.pdf”.

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/17/2019	<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"/>	08/03/2020	<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"/>	11/04/2022	<input type="checkbox"/>	Updated Mentor wording and website links
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"/>	07/03/2024	<input type="checkbox"/>	Mentor interface update
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	