



SOP Title	(IACUC) PI – Submitting Annual Reports				
Date Last Revised		Date Created	05/14/2019	Revision #	1.1
SOP Number	4	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 submitting annual reports for IACUC approved protocols to the NKU IACUC.

2.0 GENERAL INFORMATION AND SCOPE

The initial approval to for IACUC approved protocols lasts three years.

Annual reports for projects approved by a designated IACUC member reviewer must be submitted three weeks prior to the annual anniversary of approval. The annual report for projects approved at a convened IACUC board should be submitted four weeks prior to the annual anniversary of approval.

All researchers must have current [CITI training](#) and have a current [Animal Contact Assessment](#) on record. Animal Contact Assessments must be completed annually and are protocol-specific.

If a wildlife permit is required and it has expired, an updated wildlife permit must be submitted with the annual report.

3.0 PROCEDURES

3.1 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.

3.2 HOW TO SUBMIT AN ANNUAL REPORT

1. After logging into Mentor, click “IACUC” in the black banner.
2. Click “My “Protocols”. All of your protocols will be listed here.
3. Select the appropriate protocol.
4. At the bottom, there are three tabs, “Annual Reports”, “Amendments” and “Protocol Deviations/Adverse Events”. Select the “Annual Reports” tab.
5. Click on “Complete and Submit” located under the latest year.
6. Select the appropriate Continuation Status.

7. If a wildlife permit is required and it has expired, an updated wildlife permit must be submitted with the annual report. Click "Choose File" next to Wildlife Permit Renewal to upload an updated wildlife permit.
8. Provide a brief study update.
9. Type a message if desired (not required).
10. Click "Submit Report". The Annual Report will be submitted after clicking this button.

3.3 ANNUAL REPORT NOT SUBMITTED BY THE DUE DATE

The following steps will be taken if the PI does not submit an annual report:

1. The IACUC Administrator will contact the researcher to notify the researcher that the annual report is late (30 days after due date).
2. After another 30 days, if the annual report has not been submitted to the IACUC Administrator, the IACUC Administrator will contact the researcher and copy the Chair of the IACUC and the Chair of the department or immediate supervisor, on the email (60 days after due date).
3. After another 30 days, if the annual report has not be submitted to the IACUC Administrator, the IACUC Administrator will contact the researcher and copy the Chair of the IACUC, the Chair of the department or immediate supervisor and the Dean of the college on the email (90 days after due date).
4. After another 30 days, if the annual report has not be submitted to the IACUC Administrator, the IACUC Administrator will contact the researcher and copy the Chair of the IACUC, the Chair of the department or immediate supervisor, the Dean of the college and the Vice Provost for Graduate Education, Research and Outreach on the email (120 days after due date).
5. After another 30 days, if the annual report has not been submitted to the IACUC Administrator, the research study will be placed on an administrative hold until the report has been submitted.

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"/>	01/19/2020	<input type="checkbox"/>	Updated web links
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	