NKU Office of Research, Grants and Contracts
Standard Operating Procedures (SOP)

SOP Title	(IACUC) PI – Submitting Annual Reports				
Date Last Revised	07/03/2024	Date Created	05/14/2020	**Revision #**	1.3
SOP Number	4	Required by:	☐OHRP ☐Funding Agency ☐OLAW		
Applicability	☐ RGC Internal	☒Researcher	☐Institutional		
Subgroup	☐ NKU Compliance	☐IRB	☒IACUC	☐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 for IACUC approved protocols lasts three years.

Annual reports for projects approved by a designated IACUC member reviewer must be submitted three weeks before the annual anniversary of approval. The annual report for projects approved at a convened IACUC board should be submitted four weeks before 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. If prompted, 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 dropdown.
2. Click "My "Protocols". All of your protocols will be listed here.
3. Select the appropriate protocol.
4. Select the "Annual Reports" tab towards the bottom.
5. Click "Complete and Submit" under the current year.
6. Select the appropriate Continuation Status.
7. Answer the questions that appear.

8. 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.
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	☒	06/17/2019	☐
IACUC Chair	☐		☒
Institutional Official	☐		☒

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	☒	01/19/2020	☐	Updated web links
IACUC Chair	☐		☒	
Institutional Official	☐		☒	

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	☒	08/03/2020	☐	Formatting approved by A. Southwick
IACUC Chair	☐		☒	

Institutional Official	☐		☒	

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	☒	09/18/2024	☐	Mentor UI update
IACUC Chair	☐		☒	
Institutional Official	☐		☒	