

**HACKENSACK UNIVERSITY MEDICAL CENTER**  
**Research Department Policy Manual**

**Name: Annual Renewal and/or Resubmission  
of Protocols to the Institutional Animal Care  
and Use Committee (IACUC)**

**Policy# IACUC 107**

**Effective Date: August, 2009**

**Page 1 of 2**

---

**GENERAL**

**Purpose:** To ensure that timely consideration can be given to each proposal to use animals for research at Hackensack University Medical Center; the following procedure is required to be followed.

**Administration:** The IACUC is responsible for the review and revision of this policy

**Policy:** To assure compliance with Federal Regulatory agencies governing the use of live animals in research

**PROCEDURE**

Protocol Approval is good for up to 3 calendar years from the approval date. The Principal Investigator (PI) must submit a Protocol Renewal Form annually in order to keep the protocol active. At year 3 the protocol is required to be resubmitted for full committee review. Any amendments or addendums made to the protocol must be incorporated into the resubmitted protocol.

1. Annual renewal forms will be sent out by the IACUC Administrator at the notification dates. Notification for Protocol due dates are sent via email at 90, 60 and 30 days.
2. Protocols must be resubmitted in its entirety at the end including and incorporating all addenda and amendments previously approved.
3. As with any protocol application, all renewals/resubmissions are due by no later than the first Friday of the month they are due.
4. Responses from the IACUC follow as per an initial submission.

**REFERENCES:**

National Institutes of Health, Office of Laboratory Animal Welfare. Public Health Service: *Policy on Humane Care and Use of Laboratory Animals* (8/7/02). Section IV: Implementation by Institutions. Retrieved from <http://grants.nih.gov/grants/olaw/references/phspol.htm#AnimalWelfareAssurance>

Committee for the Update of the Guide for the Care and Use of Laboratory Animals, Institute for Laboratory Animal Research, Division on Earth and Life Studies, National Research Council of the National Academies. (c2011). Animal Care and Use Program.

In Guide for the Care and Use of Laboratory Animals, 8<sup>th</sup> ed.  
(Chapter 2). Retrieved from:  
[http://grants.nih.gov/grants/olaw/Guide-for-the-care-and-use-of-  
Laboratory-animals.pdf](http://grants.nih.gov/grants/olaw/Guide-for-the-care-and-use-of-Laboratory-animals.pdf)

Oki, G.S.F. & Prentice, E.D. (2006) Continuing Review of  
Protocols. In J. Silverman, M.A. Suckow & S. Murthy (Eds.), *The  
IACUC Handbook* (pp. 113-138). Boca Raton : CRC Press.

Revised 3/2013