



**TITLE: Complete Protocol Submission**

**Purpose:** This procedure describes the requirements for animal use protocol submission, approval, and maintenance for all FIT PIs.

**PROCEDURE:**

1. A FIT animal care and use protocol that has been reviewed and approved by at the IACUC and is in active status is required before any research, teaching, or outreach activity can be performed with the exception of noncontact observation of wild animals in their natural habitat that does not materially affect the animals.
2. Public Health Service Policy requires annual reviews and 3-year renewals to maintain active status of animal protocols. FIT PIs are required to abide by these regulations and follow established administrative processes for compliance. See procedure for “Annual Review and Protocol Renewal.”
3. Only 1 individual may be named as PI on an FIT animal care and use protocol. That individual must meet the criteria stipulated in the IACUC procedure “Principal Investigator Status.”
4. FIT animal care and use protocols must be submitted by the PI to the Animal Welfare Program Manager for processing.
5. Only the PI may submit amendments to approved protocols and rewritten protocols responding to IACUC review questions.
6. PIs are required to submit responses to committee questions, requests for additional information, or modifications to the protocol in a finalized version of the protocol. This finalized version shall contain all changes to the protocol with such information incorporated into the appropriate question(s). Such submission shall be considered a requirement for protocol approval.

For procedures on protocol maintenance, see procedure for “Annual Review and Protocol Renewal.”

**Approved by the IACUC 29 June 2015**

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