

Full Review Process

Experiments in a protocol may not commence, until the PI receives email notification from eSIRIUS system confirming that the protocol has approved.

1. The protocol (the “proposal”) MUST be submitted to the IACUC through [eSIRIUS](#) (Cayuse Animal Oversight), the electronic protocol submission system.
2. Based upon invasive nature of animal studies proposed, a determination is made as to whether the proposal must go to “Full Review” or if it is eligible for “Delegated Review”.
3. If animals will be exposed to hazards (biological, chemical, or physical) or controlled substance(s), the proposal is routed to the Department of Environmental Health and Services (EH&S) for review through eSIRIUS.
4. Prior to IACUC monthly meeting, the Review Subcommittee (RSC) meets to review the proposal and determine what revisions may be required. Review comments are sent to PI.
5. The proposal is then routed to all IACUC members.
6. The IACUC meets (once a month - usually the third Tuesday of the month) to review and discuss the proposals.
7. The IACUC determines whether proposal should be tabled or if modifications are required to secure approval, based upon recommendations of the RSC.
8. Any one member may request that proposal be tabled.
9. If IACUC votes modifications are required to secure approval, the proposal is assigned to one or more reviewer(s). See Delegated Review Process.
10. If the proposal is tabled, the revised proposal is brought before entire IACUC at a future meeting.
11. PI submits revision, if required.
12. Once revision addressing all concerns of IACUC and EH&S, the protocol is approved.
13. Once Approved, a notification is automatically generated and sent through eSIRIUS the PI.
14. If at PI fails to submit a revision, please see “ What happens if PI fails to submit revision?” below.

What happens if PI fails to submit revision?

- An email reminder is sent to PI requesting revisions within seven (7) business days.
- If revision is not submitted, a second email reminder is sent.
- If PI still fails to submit revision, proposal is considered “**Withdrawn**” and cancelled in eSIRIUS.
- The PI would have to start a new proposal and start review process from beginning.