

## IACUC: Protocol follow-up Response Guidelines

### Timeline for PI Protocol Responses Guideline

It is the researcher's responsibility to respond to committee clarifications (comments) promptly. The following information provides guidance on submitting follow-up responses in a reasonable timeframe to ensure the continuity of the protocol review process.

### General Guidance

- Investigators should respond to the IACUC's clarification request within 90 calendar days of receipt of committee comments.
- At ninety (90) days, an email will be sent to the investigator from the IACUC office requesting the status of the protocol.
- Sixty days (60) after that, a follow-up email will be sent to the investigator from the IACUC office re-requesting the status of the protocol.
- If the investigator has not responded to reminder emails from the IACUC office after the grace period, this will result in an administrative withdrawal of the protocol.
- Extensions to the timeline can be granted if a reasonable explanation is communicated to the IACUC office and the IACUC. However, if an extension beyond 150 days is granted, the amended protocol will be subject to FCR at the next IACUC.

**Approved by:** IACUC Committee

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