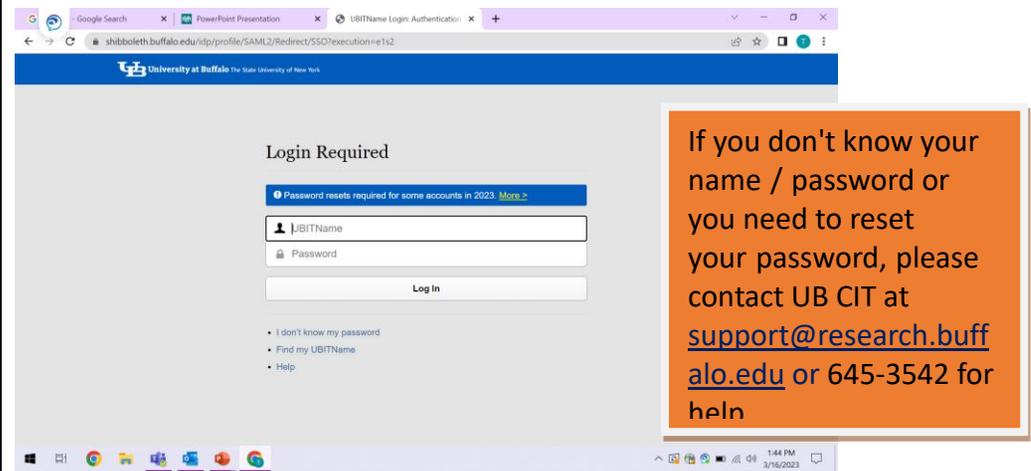
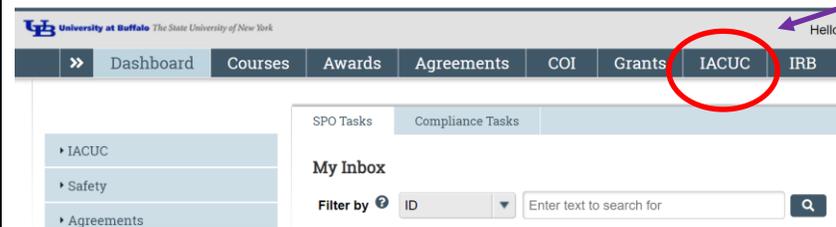


# Quick Reference Guide: How to Create/Submit a Triennial Review

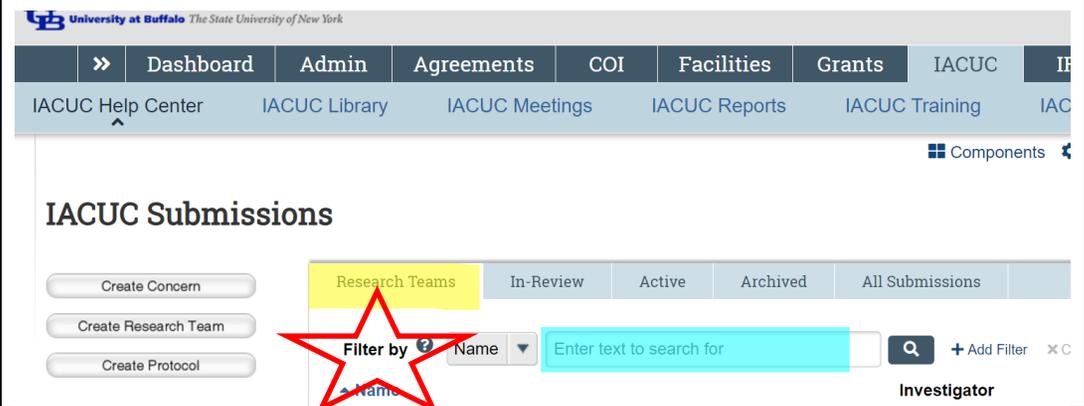
1. Log in to Click with UBIT name and password



2. Click on the IACUC tab in the bar across the top of the page



3. Click on your Research Team – You can filter the Team Names for an easier find



# Quick Reference Guide: How to Create/Submit a Triennial Review

4. Select the Active Tab to view a list of all your currently approved protocols. Find your protocol that needs to be renewed in the list of Submissions.

Click on the title to open the workspace.

## IACUC Submissions

Create Concern  
Create Research Team  
Create Protocol

My Inbox  
Help Center

Research Teams In-Review **Active** Archived All Submissions

Filter by ID

ID	Name	Date Modified	State	Submission Type
PROTO202100041	Intra-arterial Chemotherapy for GBM in the Rat Model	5/25/2023 8:05 AM	Approved	New Protocol Application
PROTO202000026	Nanoparticle PK - TB	5/24/2023 6:59 PM	Approved	New Protocol Application

5. In the left column, under My Current Actions, there should be an Action button for “Create a Triennial Review.” Click on that button.



Home Courses Agreements COI Facilities Grants IACUC

IACUC > Cancer Research Team > test

Approved

### PROTO201700005:test

Principal Investigator: RebeccaSimms (pi){03}

Submission type: New Protocol Application

Primary contact:

IACUC coordinator:

Veterinarian:

PI proxies:

View Protocol  
Printer Version  
View Differences  
Create Annual Review  
**Create Triennial Review**  
Create Amendment

Pre-Submission → Pre-Review → Clarifications Requested → Pre-Review

6. Navigate through the application using the Continue button, answering all the questions as you proceed.

Triennial review is a complete (de novo) review of the protocol by the IACUC that is required every three years to receive continued approval of the protocol.

To submit the triennial review:

1. Click **Continue** and summarize the progress made in the research.
2. Click **Continue** again and view the complete protocol details.
3. Make changes to the protocol as appropriate.
4. Submit your triennial review for IACUC review.

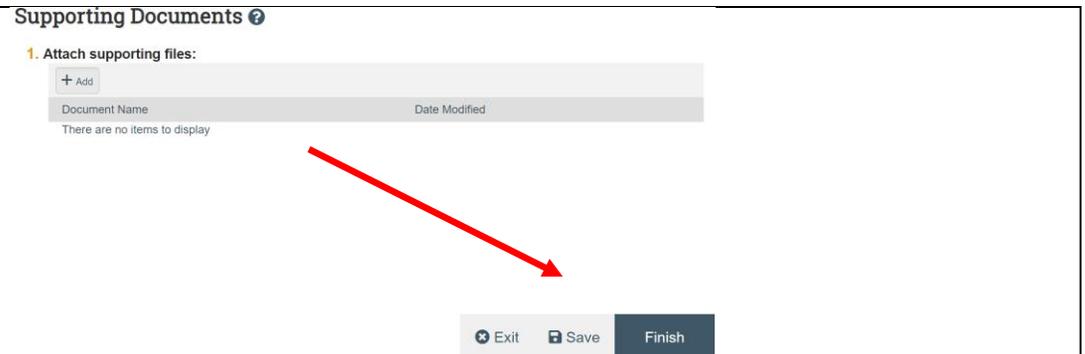
To request protocol closure instead:

1. Click the Back button to exit this form.
2. Click **Request Closure** and fill out the form.

Exit Save **Continue**

# Quick Reference Guide: How to Create/Submit a Triennial Review

7. When you have finished the application, click on the “Save” button and then hit “Finish” or “Exit” to go back to the Workspace.



8. On the left side of the screen, under My Current Actions, there should be a “Submit” button. Click on that button to send the triennial review to the IACUC office for pre-review.

