

WVU IACUC SOP: Submission of an IACUC Protocol Amendment

Please use the following instructions when submitting protocol amendments.

- PLEASE use the most current version of your approved ACUC protocol.
- The changes you plan for your amendment should be incorporated and highlighted in the body of your most current approved protocol. If previous highlights are present, please remove these before submission.
- If you are removing something from the body of the approved protocol as a part of your amendment, use a single line to cross out the text being removed and highlight these changes as well.
- In addition to incorporating the changes directly into your protocol form, PLEASE submit a BRIEF statement that MUST include 1) an explanation of the changes and why these changes are being requested, 2) the number of animals being added/removed (if applicable), 3) the protocol number, and 4) the PI name. This summary statement may be supplied in the body of your email used to send your attached and revised protocol to the ACUC office.
- Submit the highlighted version along with the summary statement to mhollander@mail.wvu.edu or ACUC@mail.wvu.edu.
- If you would like to make additional amendments to this protocol, remove the highlights from this most current version and follow the above instructions for amending protocols.

Please note that addition of the statement explaining why the changes are being requested and highlighting the incorporated changes in the protocol form will GREATLY expedite the review and approval process of your amendments. PLEASE NOTE: Under federal law, any addition or subtraction to your approved protocol can be sent for full committee review upon request by any ACUC member. Whether this happens depends on certain standardized criteria that are applied. If this does happen, the amendment will be reviewed the next full committee meeting the first Wednesday of each month.