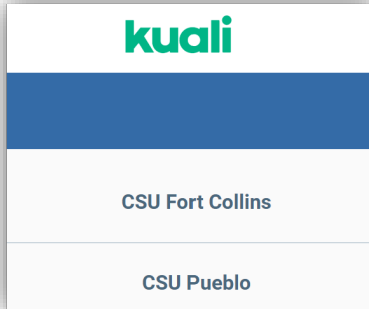
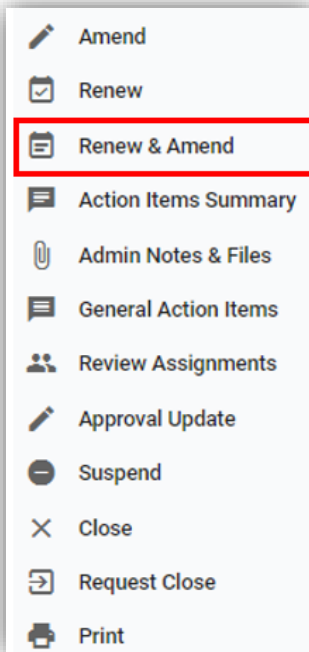


How to Submit a Continuing Review (aka, annual renewal) in KP

1. Go to <https://colostate.kuali.co/protocols/> and select “CSU Fort Collins” to log in with your CSU NetID and password.



2. Select the protocol you need to renew.
3. Click 'Renew & Amend' located to the right side of the protocol.



4. In the **Continuing Review Form** section, located at the top portion of the protocol, please select one of the two options:
- If your project has not yet been initiated or is inactive, please select the appropriate option.

Continuing Review Form

To renew this protocol, please complete all of the questions below and submit for IACUC review. Please contact [IACUC Staff](#) for assistance.

Protocol Status

Choose the appropriate option for your study.

Renew: Project not yet initiated or is inactive

Renew: Project Ongoing

- If you select the 'Project Ongoing' option, you will be prompted to fill out the **Animal Use Table** and the questions that follow.
 - If 'Animals experienced significant adverse event(s)', more information will need to be provided.

Continuing Review Form

Animal Use Table

IACUC Continuing Reviews

- Indicate the number of animals used
- Do not count any animal more than once
- This report is retrospective, that is, if an animal is in the higher pain category, include it in the lower pain category.

VTH CRB Continuing Reviews

- Report the number of animals enrolled
- Do not count any animal more than once
- Pain Category: Choose 'N/A' (CRB reviewed)
- Protocol year: If study has been active

PROTOCOL YEAR

Add

Protocol Year: ---

Species/Animal Name: _____

Animals used in the past year of protocol approval: Enter response here

Pain Category (retrospective): ---

If some or all animals reported in the Animal Use Table continue through this upcoming protocol year:

- Projects where animals receive a treatment
- Animals are part of a teaching herd

Enter response here

Please report the following:

No adverse events or deaths/euthanasia to report.

Animals experienced significant adverse event(s) (including death) due to experimental manipulations.

Please report the following:

- No adverse events or deaths/euthanasia to report.
- Animals experienced significant adverse event(s) (including death) due to experimental manipulations.

Use the space below to describe what occurred, including the number of animals, and methods implemented to prevent recurrence.

Enter response here

5. You will be required to complete the **Amendment Request** box. If no changes other than updating training records is necessary, state “Update to personnel.” If additional changes are needed, please ensure to appropriately update your study with this information as well.

Amendment Request

Amendment Request Instructions:






- Briefly describe the changes to be made
- Provide a justification for the proposed amendment in the space below
- Update the protocol itself to reflect these changes

DO NOT delete sections that have been performed or will continue to be performed, as the amended protocol should reflect what has already happened, and what will happen moving forward. If you have questions, please contact the [IACUC Staff](#) for assistance.

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Update to personnel

6. Then click “**Submit**” on the right-side menu—you should also get an email from KP that it was submitted.

-  Admin Notes & Files
-  Abandon
-  **Submit** 
-  Print

Please note: If your study is due for a 4th year renewal a new submission is required.