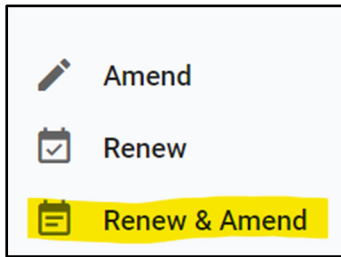
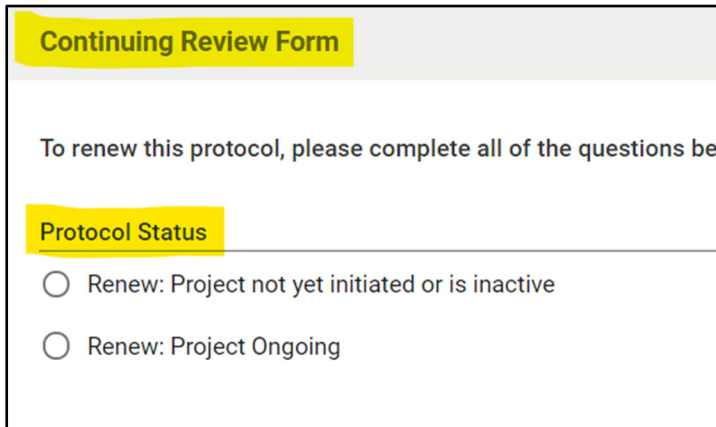


How to Submit a Continuing Review (aka, annual renewal) in KP for an IACUC Protocol

Log into KP with your CSU EID and password. Then click on the protocol you need to renew. When that protocol comes up on the screen, look on the right side menu and choose "Renew & Amend.")

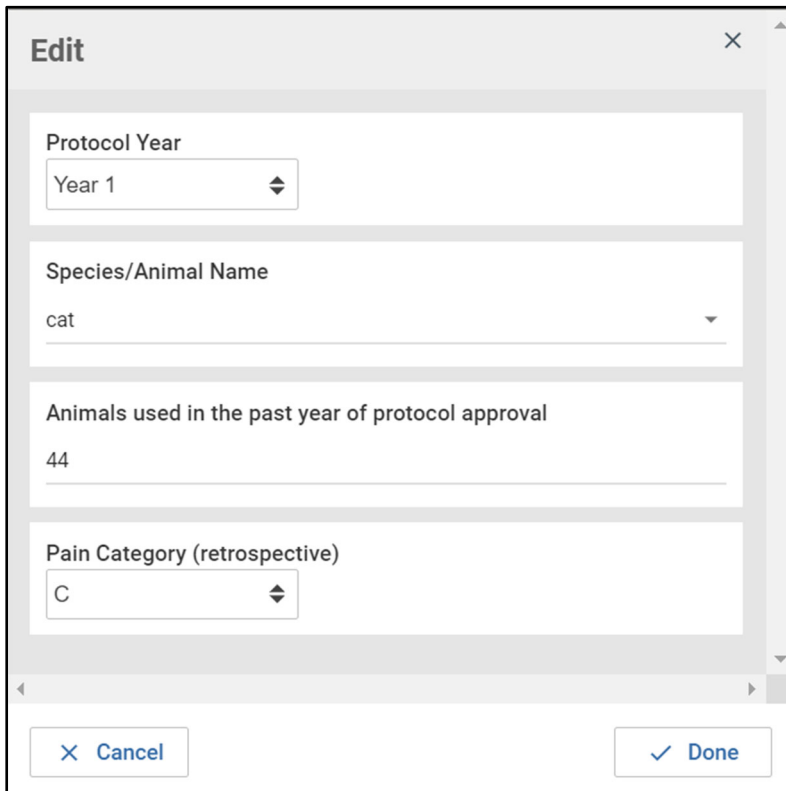


Once you do that, you can fill out the Continuing Review (CR) Form by answering all of the questions.



A screenshot of the 'Continuing Review Form'. The title 'Continuing Review Form' is highlighted in yellow. Below the title, the text reads: 'To renew this protocol, please complete all of the questions below'. Underneath, the section 'Protocol Status' is highlighted in yellow. It contains two radio button options: 'Renew: Project not yet initiated or is inactive' and 'Renew: Project Ongoing'.

And the animal usage table:



A screenshot of an 'Edit' dialog box. It contains four input fields: 'Protocol Year' (dropdown menu showing 'Year 1'), 'Species/Animal Name' (text input showing 'cat'), 'Animals used in the past year of protocol approval' (text input showing '44'), and 'Pain Category (retrospective)' (dropdown menu showing 'C'). At the bottom, there are two buttons: 'Cancel' and 'Done'.

Below the CR Form, in the Amendment Request text box, simply put “admin update of personnel info”

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 any questions, contact [RICRO IACUC Staff](#) for assistance.

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admin update of personnel info

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

Admin Notes & F...

Abandon

Submit

Print