

NEW SYSTEM THREE YEAR RENEWAL INSTRUCTIONS

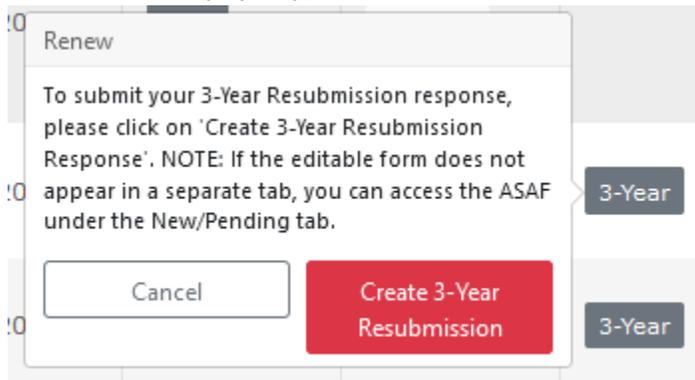
1. On myresearch.wsu.edu, go to Compliance -> IACUC -> MyProtocols and click on the *Approved* tab.



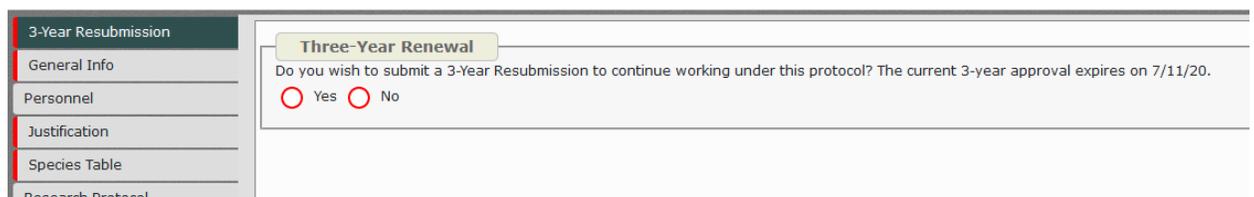
2. Find the protocol needing to be renewed. On the far right of the list under the *Renewal* column, click on the **3-Year** button.



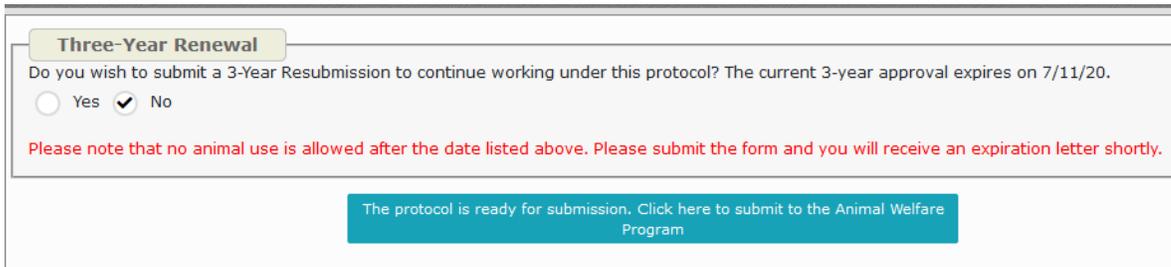
3. In the box that pops up, click the red **Create 3-Year Resubmission** button.



4. This will open up an editable version of the protocol with a question regarding resubmission. If wanting to renew, click yes. If wanting to allow the protocol to expire, select *no*.



5. **IF LETTING THE PROTOCOL EXPIRE:** Click *no* and then click the blue submission button. This will notify the Animal Welfare Program Staff and the protocol will be expired on its indicated expiration date.



Three-Year Renewal

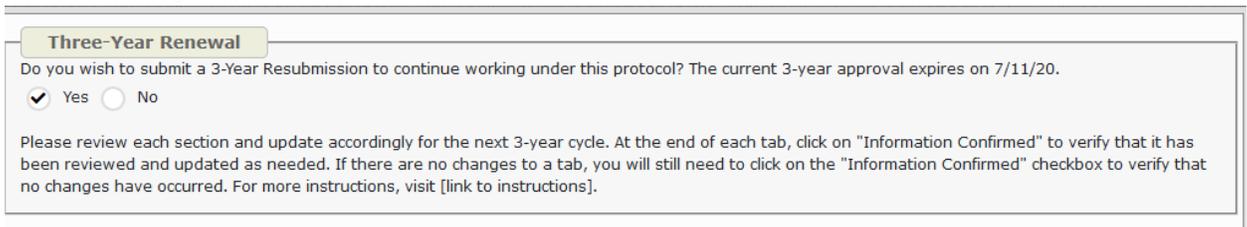
Do you wish to submit a 3-Year Resubmission to continue working under this protocol? The current 3-year approval expires on 7/11/20.

Yes No

Please note that no animal use is allowed after the date listed above. Please submit the form and you will receive an expiration letter shortly.

The protocol is ready for submission. Click here to submit to the Animal Welfare Program

6. **IF CONTINUING THE PROTOCOL:** Click *yes*. This will highlight each tab red. Please review all tabs and information in the protocol thoroughly to ensure it is up to date and follow the remaining steps for additional instruction.



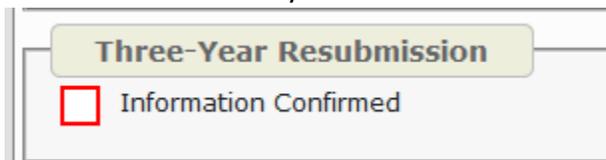
Three-Year Renewal

Do you wish to submit a 3-Year Resubmission to continue working under this protocol? The current 3-year approval expires on 7/11/20.

Yes No

Please review each section and update accordingly for the next 3-year cycle. At the end of each tab, click on "Information Confirmed" to verify that it has been reviewed and updated as needed. If there are no changes to a tab, you will still need to click on the "Information Confirmed" checkbox to verify that no changes have occurred. For more instructions, visit [\[link to instructions\]](#).

7. At the bottom of each tab, there will be a checkbox called *Information Confirmed*. Click it for each tab to verify that the information is up to date.



Three-Year Resubmission

Information Confirmed

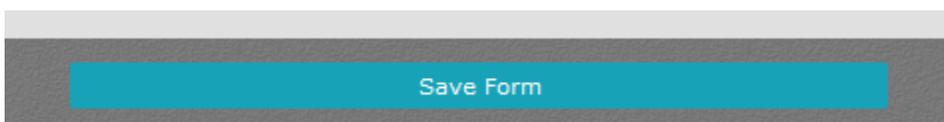
8. Being that this is a three year resubmission, some information will have to be entered in new, such as animal numbers.



Requested for 3 Years

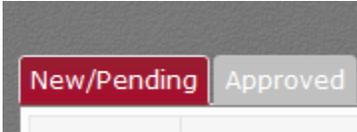
#

9. Remember to hit the save button at the bottom of each tab so that no changes made are lost.



Save Form

10. If at any point you wish to return to editing the protocol later, the initiated three year renewal can be found under the *New/Pending Tab* on the MyProtocols page. Simply click into it to access the editable version.



11. Once ready to submit for IACUC review, go to the *Review and Submit tab* and click the blue submission button. It is recommended to submit three year renewals at least one month prior to protocol expiration to allow adequate time for review.

Review

General Info:	OK
Personnel:	OK
Justification:	OK
Species Table:	OK
Research Protocol:	OK
Animal Identification:	OK
Procedure Questions:	OK
Animal Disposition:	OK
Blood Sampling:	OK
Tissue/Fluid Sampling:	OK
Drugs and Chemicals:	OK
Surgery:	OK
Biological Agents:	OK
Radioactive Materials:	OK
Tumor Production:	OK
Antibody Production:	OK
Transportation:	OK
Animal Housing:	OK
Env. Enrichment / Behavioral Mgmt.:	OK
Veterinary Care:	OK
Attachments:	OK

The protocol is ready for submission. [Click here to submit to Animal Welfare Program](#)