

ANNUAL UPDATE FORM

Principal Investigator: <pi>
Department: <department>
Address: <address>
Protocol Number: <protocol>

RARC is required to check on the status of your protocol on an annual basis. Please help us by responding without delay.

YOU ARE REQUIRED TO RETURN THIS FORM BY: (Date Due)

- Check boxes that apply.
Sign at bottom.
Return only this form and any other form on which you have written. No cover sheet is needed.
FAX to 265-9040 or e-mail to one of the addresses shown at bottom. ***
If you send by campus mail, you may get a follow-up reminder that crosses in the mail.

#1-I request protocol continuance. My project with animals is still active and continuing.
Problems/adverse events: describe any unanticipated adverse events, morbidity or mortality, the cause(s) if known, and what was done to rectify the situation. If none occurred, state this.

#2-I request protocol termination. This project has ended and no animal work will be done.

#3-Change of Protocol Title.

#4-Funding, Personnel, and Housing/Procedure rooms: I request the following administrative changes.
All other changes require showing the change on the actual protocol, see #5--Procedural Changes below. If you are amending your protocol, please include these changes in your amendment and do not fill this section in.

Funding Changes (list): Be sure the funding supports the same science as described in the original protocol.

Grant Title:
Granting Agency:
Grant Number:

Personnel. Provide the names of all personnel who have been added or removed from the list of personnel contained in your protocol. Personnel must be certified to use animals. See RARC website for class information: http://www.rarc.wisc.edu

Table with 6 columns: Name (Last, First), Add/Remove?, Phone, Type/length of training for animal use, Add to Q#15 only, Add to 15 and 24 (includes surgery)

Housing/Procedure Room. For procedure rooms, please provide the building and room number and note the procedure.

#5--Procedural Changes: I am amending my protocol.
For funding, personnel, and room changes only, use #4 above.
If the protocol is not following the same science as the original protocol, SUBMIT A NEW PROTOCOL.

- Email your amended protocol to one of the addresses below. ***
Return this signed form and a signed protocol signature page by FAX (5-9040) or email (addresses below***).
If you use campus mail, you may get a follow-up reminder that crosses in the mail.

Principal Investigator's Signature: Date:

Signature certifies that the principal investigator is familiar with PHS and USDA requirements governing animal use in research. The principal investigator further certifies that the project will be conducted in full compliance with these requirements, and that no alternatives to animal use exist for this project.

***L&S & SMPH: morris@rarc.wisc.edu
***CALs, SVM, & Grad. School: noeldner@rarc.wisc.edu
Questions? Call Deb at 262-7109
Questions? Call Helen at 265-2696