



(Date Letter Sent)

«pi»
«department»
«address»
-campus-

Dear Dr. «lastname»:

Enclosed please find the Annual Update Form and computer print-out for your approved protocol: «**protocol**» due for annual update on «**update**». This notification is done once a year to keep your file current and compliant with federal and university policies. This is not a renewal.

Please check one or more of the boxes on the attached form. Here are the options:

Complete Item #1 to indicate that your protocol is still active. Point out any unanticipated adverse events you have encountered. If you have not encountered problems, indicate this as well.

Complete Item #2 if you have completed your experiments and wish to terminate your protocol.

Complete Item #3 to change the title of your protocol.

Complete Item #4 to change granting agencies/numbers, personnel, and housing/procedure rooms. These are considered administrative changes as opposed to procedural changes. All procedural changes require amending your protocol (see #5). If you amend your protocol, please include administrative changes in your amendment and do not fill this section in.

Complete Item #5 to amend your protocol. Examples of procedural changes include changing/adding experimental procedures, changing drugs or dosages, adding animals or adding different species. The determination to amend an existing protocol is based on whether or not the change follows the same science as the original protocol. To amend the protocol:

- take the original protocol with the existing information intact;
- add the new, amended text to the appropriate questions in **bold** print or *italics*, and include any requested justifications;
- indicate on the protocol form (in question #3) that it is an Amendment;
- submit to RARC (see Annual Update Form #5 for FAX or email instructions);
- sign and submit the Annual Update Form with your amendment.

If the protocol is not following the same science as the original protocol, you must submit a new protocol.

You are <u>required</u> to return the signed Annual Update Form with one of the items completed by (Due Date) Thank you.
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Sincerely,

Holly I. McEntee
IACUC Administrator

Enc. Annual Update Form *and* computer print-out

Research Animal Resources Center

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608/262-1238 fax: 608/265-9040 Email: help@rarc.wisc.edu <http://www.sarc.wisc.edu>