



(Date letter sent)

TO: «pi»
 «department»
 «address»

FROM: Holly I. McEntee
 IACUC Administrator

RE: Final Notice of Annual Update of
 Protocol Number: <protocol>

Recently the RARC office mailed you the Annual Update Form for protocol number «protocol». Investigators are now required to respond on the Annual Update Form. To date no response has been received in our office. This final notification is to advise you that without your response **by (date due)** your Animal Care and Use Committee may vote to discontinue the protocol.

If your protocol is discontinued, no animal research can be conducted under this protocol number. Please contact us immediately if there is an error. A copy of this memo has been forwarded to your Departmental Chair.

If you need assistance or have questions, feel free to call Holly at 265-9241, Helen at 5-2696, or Deb at 2-7109.

Thank you.

Attachment—protocol print-out and Annual Update Form (duplicate)

cc Departmental Chair