



**Date Letter sent**

TO:        «pi»  
          «department»  
          «address»

FROM:     Holly I. McEntee  
          IACUC Administrator

RE:        Three-year Renewal of Protocol Number: «protocol»

In keeping with federal regulations, Animal Care and Use Protocols must be renewed every three years. The above-noted protocol shows a three-year renewal date of «renewaldate». If you wish to continue this project, please submit a new protocol to RARC. Indicate in question 3 that the protocol is a “Renewal” of the above protocol number.

To facilitate the review/approval process of your Renewal protocol, be sure the protocol is a stand-alone document, and does not contain references such as "Refer to previous protocol." The Renewal protocol should reflect the current status of the projects covered. When possible, the approved renewed protocol will retain the same protocol number, however new extension dates will be noted.

**To assure timely committee action and avoid protocol coverage interruption, please complete the new protocol form and return it to RARC no later than (date due).**

The blank protocol form (revision 06/05) can be obtained via the Internet at <http://www.rarc.wisc.edu>. Click on “protocol/other forms.”

If this project has ended and no further research is being conducted under the above-noted protocol, return the attached form and check “no longer active.”

If we can provide assistance or answer questions, please call Holly at 265-9241, Deb at 262-7109, or Helen at 265-2696.

Enclosures

**Research Animal Resources Center**

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