



DATE

TO: «pi»
 «department»
 «address»

FROM: Holly I. McEntee
 IACUC Administrator

RE: Final Notice of Three-Year Renewal of Protocol Number: **«protocol»**

Recently the RARC office contacted you regarding the three-year renewal of protocol number «protocol». Your response has not been received in our office.

In order to ensure that the committee will review this protocol before it expires, you must renew by submitting a new protocol to RARC by (reply by date)

This final notification is to advise you that we must receive a protocol renewal from you by **«renewaldate»**, or we are required by federal law to terminate this protocol. If your protocol is terminated, 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 sent to your Departmental Chair in the event that a special cause exists (illness, sabbatical, etc.) that has contributed to the delay. The Chair should advise RARC of such a situation.

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

Thank you.

Attachment—computer print-out and Renewal Return Form (duplicate)

cc Departmental Chair