

**The University of Kansas (KU)
Institutional Animal Care and Use Committee**

IACUC Review Reminder Process

Purpose

The purpose is to provide reminders to Principal Investigators (PI) who have Animal Use Statements (AUS) or AUS modifications currently in the IACUC pre-review or review process but are pending PI revision in order to continue the IACUC's review process.

Policy

1. The IACUC office will send an email reminder to the PI after at least 10 business days have passed with no response from the PI since the review document was returned for revision.
 - a. This reminder will include verbiage that if no response from the PI is received within 30 calendar days, the protocol review process will be suspended and a new submission will be required.
 - b. This reminder will also include verbiage that offers the PI to request an extension within the 30 calendar days after the first reminder. The PI will be asked to provide a specific timeline for the extension.
2. If no response from the PI has yet been received, a second reminder will be sent no less than 5 business days prior to the end of the 30 days of the first reminder.
3. If no response is received from the PI at the end of the 30 days after the first reminder, the review process will be suspended. The PI will be notified that a new submission will be required to initiate the IACUC's review and approval process.
4. If an extension request is made by the PI, a reminder will be sent no less than 5 business days prior to the end of the extension timeline provided by the PI. If no response is received at the end of the requested extension timeline, the review process will be suspended. The PI will be notified that a new submission will be required to initiate the IACUC review and approval process.