

QUICK GUIDE IACUC 3rd Year Renewal in Kuali

- IACUC protocols are approved for a three year period, with annual renewals/continuing review at the one and two year anniversary of the original approval date.
- You will receive system emails from Kuali at 90, 60, and 30 days prior to your protocol expiring. This should prompt you to log in to Kuali and Create a **NEW** protocol.
- **IMPORTANT:** The system does NOT allow cloning, so you will need to create a NEW protocol every three years.
- Please plan on starting your 3rd year NEW protocol in enough time to submit it well in advance of your protocol expiring. This will allow for submission, committee review, and comments and approval.
- Once your NEW protocol is approved, you will need to submit a CLOSE REQUEST on your old protocol.