



Office of Research  
Integrity and Compliance

September 5, 2007

2300 Children's Plaza, Box 205  
Chicago, Illinois 60614-3394  
773.755.6306  
Fax 773.755.6304  
www.childrensmrc.org

*Affiliated with  
Northwestern University's  
Feinberg School of Medicine*

RE: *De novo* Review of Animal Care and Use Protocols

Dear CMRC Principal Investigators:

A significant number of IACUC protocols are reaching the three year *de novo* review period. As *de novo* reviews require a more extensive and in depth protocol review than the annual certification, **the IACUC is adopting the following submission policy:**

**Protocols requiring *de novo* review must be submitted to the IACUC at least 2 IACUC meeting cycles prior to their expiration date.** This will allow adequate time for the committee to review the protocol and for the PI to submit the revised Form 100.

Should the protocol require significant modifications to secure approval, it is expected that this additional time will give the PI and the Committee sufficient time to make the required revisions and issue approval prior to the expiration date.

In the event that protocol approval is not granted by the expiration date, the protocol will be considered expired. The Principal Investigator will need to refrain from any research activities related to that protocol until IACUC approval is granted. This policy is in accordance with the Office of Laboratory Welfare (OLAW) regulations that prohibit an IACUC from administratively extending an approval beyond the three years

The IACUC deadline and meeting schedule is available on the IACUC website at: <http://www.childrensmrc.org/researchadministration/ORIC/IACUC2/>

If you have any questions, please feel free to contact:

Annie Muñana  
Director, ORIC  
Phone: 773-775-6306

Mandy Kozlowski  
Sr. Administrative Asst.  
773-755-6302

Sincerely,

Xiao-Di Tan, MD., Chair  
Institutional Animal Care and Use Committee  
Children's Memorial Research Center

Cc: Jose M. Hernandez, DVM  
Philip Iannaccone, MD, PhD  
Philip V. Spina, CRA