



## Complete a Full Committee Review

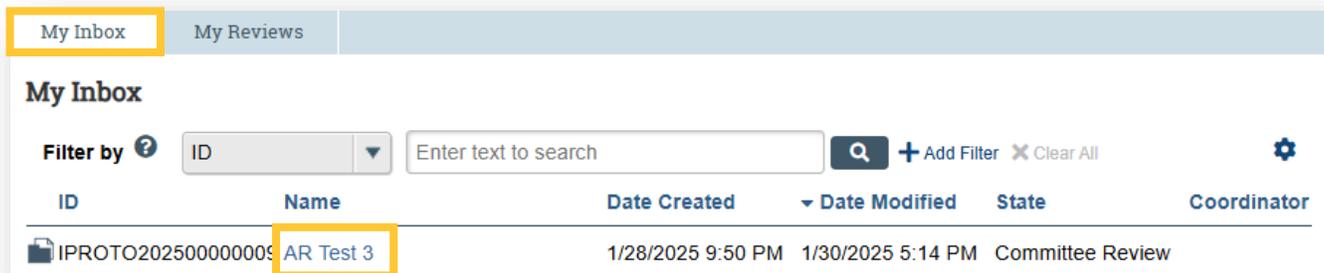
After reviewing a submission, users will submit their decision in RAMP. This step completes the review and moves the submission forward in the RAMP IACUC process.

An IACUC staff member can submit the decision on behalf of the committee, and comments can be included in the decision. Refer to the *Request Clarification* guide in the IACUC Reviewer Curriculum for more details.

The procedure below assumes that the protocol team has completed any clarification request and responded to all reviewer notes that require responses.

## Completing a Full Committee Review

From **My Inbox**, select the name of the submission to open it.



ID	Name	Date Created	Date Modified	State	Coordinator
IPROTO202500000009	AR Test 3	1/28/2025 9:50 PM	1/30/2025 5:14 PM	Committee Review	

### IMPORTANT NOTICE:

An IACUC staff member can submit the decision on behalf of the committee. If the information entered for pre-review is inaccurate, contact the coordinator to request a change. The coordinator can change some of the pre-review information until the decision from designated or committee review is submitted.



Select **Submit Committee Review** activity on the left.

**Next Steps**

Edit Protocol

Printer Version

Submit Committee Review

Select the determination.

**1. \* Determination:**

Approved

Approval Withheld

Modifications Required to Secure Approval

[Clear](#)

**2. Approval date:** ?

**3. Effective date:** ?

If the committee approved the submission, select the approval date (this will most likely be the committee meeting date), otherwise leave it blank.

Again, if approved, select the effective date (this can be the same date as the approval date, or a future date).

For initial submissions (i.e. protocols), RAMP will auto-populate the last days of continuing and triennial approval periods based on the set effective date where

- Last day of continuing review period = Effective date + 1 year - 1 day, Effective date + 6 months - 1 day, and
- Last day of triennial approval period = Effective date + 3 year - 1 day

These dates can be adjusted as needed.



**IMPORTANT NOTICE:**

When submitting the committee review for any follow-on submissions, make sure to pay attention to the dates set for last day of continuing review and triennial approval periods. In the case, the next review for a submission is a triennial review, set the last day of the continuing review period to be in the year **after** the last day of the triennial approval period.

If the committee decides to withhold approval or requires changes to the submission to approve it, type those details in the "Identify the modifications required..." box.

*(Optional)* Type the number of votes for each determination.

*(Optional)* Add any comments and attach documents related to the review.

Select **OK**.



RAMP can now officially communicate the decision to the protocol team.