



Create and Submit a Follow-On Submission

If changes to an approved protocol are necessary or if a review is required, the following types of submissions can be created:

- **Continuing Review:** A review of an approved protocol that is conducted at appropriate intervals between triennial reviews.
- **Triennial Review:** A review of an approved protocol that is conducted every three years.
- **Amendment:** Created to submit a change to an approved protocol.

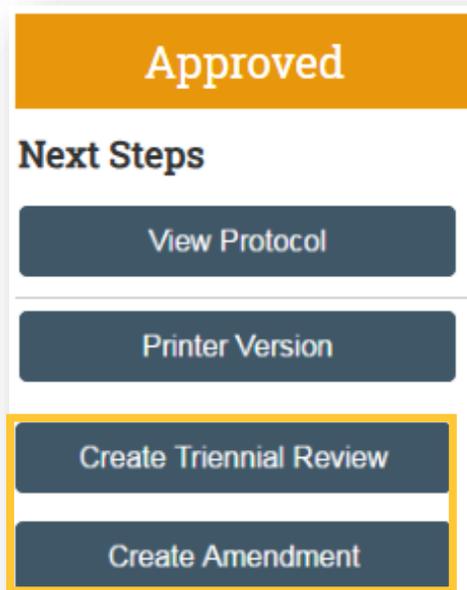
IMPORTANT NOTICE

For continuing reviews, carefully review all protocol information, including team members, funding sources, activities, and approved and used animal numbers. If any updates are needed, submit the required amendments without delay. If an amendment is already under review, wait until the first amendment is processed before submitting additional changes.

Creating a Follow-On Submission

Upon logging into RAMP, select the IACUC tab. From the Research Teams tab, click the name of the relevant research team to access its' protocols. Choose the name of the approved protocol for which the new submission is being created.

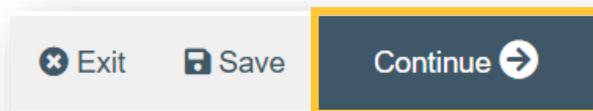
Select the appropriate **Create** button based on the type of submission required (Continuing Review, Triennial Review, or Amendment).



The screenshot shows a user interface for an approved protocol. At the top, the word "Approved" is displayed in white on an orange background. Below this, the heading "Next Steps" is shown in bold. There are four buttons stacked vertically: "View Protocol", "Printer Version", "Create Triennial Review", and "Create Amendment". The "Create Triennial Review" button is highlighted with a yellow border.



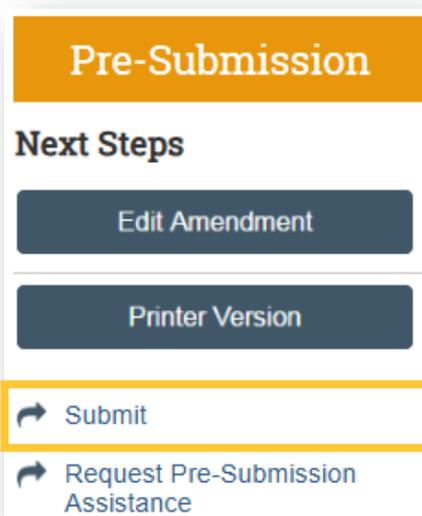
Complete the SmartForms of the submission, ensuring all required information is entered. Use the **Continue** button to navigate to the next SmartForm.



The submission can still be edited and revised until it is formally submitted for review.

Submitting Follow-On Submission

Review the SmartForms again, if there are no edits to be made and the follow-on submission record is ready for submission, select the **Submit** activity from the activity menu of the workspace.



Upon selecting Submit, the user will be prompted to verify the agreement and financial interest status of the research staff, as well as the study's accordancy with animal research requirements. Select **OK** to agree to these terms and submit it for review.

