



UAWC Review Checklist

Please indicate the type of review your protocol document is undergoing, check all boxes associated with that review, and make sure both this checklist and the appropriate documents are submitted to the UAWC Administrator. For protocol submission deadlines, please visit the UAWC website: www.nyu.edu/uawc

For Pre-Review of New Protocols or 3 Year Renewals: (To be submitted approximately 90 days prior to expiration)

- 1) Have you included one electronic copy of the document?
- 2) Have you included the relevant sections of the associated grant, if applicable, including: Research Design, Materials & Methods & Vertebrate Animals?
- 3) Have you included an electronic copy of the associated POPs and SOPs, if applicable, and the flowchart(s) from Section VIII – Experimental Design and Animal Procedures?
- 4) Have you included an electronic copy of SOP 400-005-00/00a, indicating your anesthetic/analgesic regime? You must indicate a specific anesthetic/analgesic regime listed in the SOP (for rodent-users only).
- 5) Have you included a copy of your IBC approved protocol and IBC approval letter, if applicable?

For Committee Review post-Pre-Review: (To be submitted approximately 10 days prior to the UAWC meeting)

- 1) Have you included one revised electronic & hard copy **with pre-review comments showing track changes***?
**Please note that inability to view the pre-reviewer's comments in track changes may result in a postponement of review and delays in approval.*
- 2) Have you included the flowchart(s)?
- 3) Have you included a hard copy of the associated POPs and SOPs?
- 4) Have you included a hard copy of SOP 400-005-00/00a, indicating your anesthetic/analgesic regime? You must indicate a specific anesthetic/analgesic regime listed in the SOP. (rodent-users only)

For Resubmission at a Subsequent UAWC Meeting: (To be submitted approximately 10 days prior to the UAWC meeting)

- 1) Have you included one revised electronic copy with track changes on & one hard copy?
- 2) Have you included a memo which includes all UAWC comments from the prior review and responses to each indicating how they were addressed? *Please include the newly revised information for ease of review.*

For Final Submission to the Administrator once Approved:

- 1) Have you provided the revised, clean, electronic copy of the protocol (or amendment) and one signed hard copy?
- 2) Have you provided all associated documents not included directly in the protocol form (flowcharts, literature search, any miscellaneous information)?

3) Have you provided a hard copy of the associated POPs and SOPs?

For Pre-Review of Major Amendments: (To be submitted approximately 30 days prior to the UAWC meeting)

1) Have you provided one electronic copy of the document?

2) Have you provided an electronic copy of the full protocol associated with this amendment?

For Full Committee Review of Major Amendments: (To be submitted approximately 10 days prior to the UAWC meeting)

1) Have you provided one electronic copy of the document with track changes on?

2) Have you provided a memo which shows how all pre-review comments were addressed?

For Annual Renewals: (To be submitted approximately 10 days prior to the meeting)

1) Have you provided one electronic copy of the document and a signed hard copy?

Thank you!

UAWC