Policy # BP-17-2012

Policy Title: Administrative Changes to Protocols

Policy: With permission of a PI, the IACUC Chair or members of the IACUC staff may, during any stage of the review process, make changes to a protocol that incorporate one or more of the following:

- Information obtained directly from the PI, PR, DR, the veterinarian, EHS, or Occupational Health consultation
- Completing tables with known or standard information
- Grammatical or structural changes
- Corrections of obvious spelling or similar typographical errors or mistakes

The PI must review and approve changes that are made. Once a protocol is approved, any changes not grammatical or typographical in nature should be reviewed as minor or major protocol modifications. At the discretion of the Chair, minor protocol changes may be made administratively by the Chair or the AV, but all others must be approved via completion of a modification review cycle by DMR or FCR.