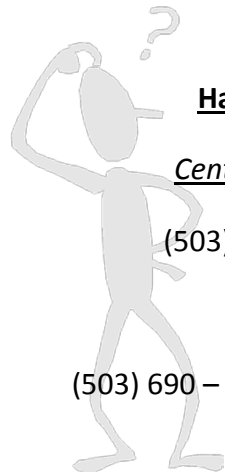


Annual Update

How to create an annual update in the eIACUC

1. **Create an eIACUC Annual:** Anyone currently listed on the protocol can generate an annual, but only the PI will be able to submit. Follow these steps:
 - a. Login to the eIACUC and open the protocol due for an annual update.
 - b. Click on “New Annual” located on the left hand side of the page.
 - c. Answer the questions on the annual form.
 - i. **Requesting Termination:** You can request protocol termination by completing only one question on the annual form.
 - ii. **Modifications:** Modifications to your protocol may not be made with your annual update. You can submit a modification concurrently with your annual and it will be handled as a separate activity by our office.
 - d. Click “Finish” to return to your Annual summary page.

2. **Submit Your Annual:** The PI will need to log in to the eIACUC and click the submit button located on the left hand side of the page under the “My Activities” section.



Have Questions? Contact us!

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