Submitting an Annual Renewal

This guide will instruct you on how to submit an annual renewal in eIACUC. This is a requirement for all protocols (a) involving USDA-covered animals or (b) supported by the DOD.

Generating the Renewal:

1. Access eIACUC (esupport.hms.harvard.edu/COMSIACUC/). This will take you to your Personal Page.

   Note: You can always select the My Inbox link to return to this page.

2. Select the My IACUC tab to display the protocols with which you are associated.

3. Select the protocol you wish to renew. This will take you to its workspace.

4. Select the New Annual Renewal button. This will generate and open the annual renewal application.

5. Fill out the abbreviated application to confirm information on your protocol is up-to-date, and to notify the IACUC on any issues you may have encountered in the past year. Select Continue to complete all of the pages of the application.
Submitting the Renewal for Review:

6. From the renewal’s workspace, select the **Submit Annual Renewal** activity.

*Note: The system will verify if all of the mandatory fields have been answered. For help, read the E-IACUC Investigator Guide: Checking the Study for Errors.*

Once the renewal is submitted, the current state will change from Pre Submission to ORSP Preliminary Review, indicating the beginning of the review process. The IACUC will notify you of the renewal’s approval. In the meantime, you may continue the work as described on your existing protocol for as long as it is active.