Tips for Generating Continuation Applications Using Templates

Continuation applications can be created using templates of your current protocol in ACAP. On the ACAP Home screen, under the "Approved" tab, you will find a link to "Create a new/continuation application from this submission" to the far right. Selecting this link will begin the process.

- To plan your submission timeline, please see IACUC Meeting Dates and Submission Deadlines.
- Submit your application for review using ACAP 2-3 months before you plan for the study to be active to buffer against unforeseen delays. This is especially important for continuations in which the current application is expiring and has animals in house. If a continuation is not approved by the expiration date, research must halt, and animals moved to the IACUC Hold Protocol. Some funding agencies will not cover costs (i.e., per diems) while work is stopped.

You *must* review all sections of your continuation application, making any necessary updates. Protocol sections are accessed from the Item List screen (with the green checks running down the left side of the page).

To assist you, we have compiled the list below of the most common issues cited by reviewers for revision. It is recommended that all individuals writing animal care submissions also review the "**Tips for All Animal Care Applications**".

1. As you go through the protocol form, remove any references to amendments and incorporate those amendments into the appropriate sections of the application if they are still relevant.
2. **Addendum Checklist**:
    a. Carefully review the items on the Addendum Checklist adding (checking) sections now needed and removing (unchecking) sections that are no longer required.
    b. Indicate if transgenic animals will be generated or used. Contact EHS Biosafety if you have questions about this.
3. **Attachments:**
    a. Approved Schedule G and H forms relevant to the studies of the next 3 years should be uploaded to the application using the uploader tool. When working under an IBC form belonging to a Co-PI, the forms must be manually uploaded from your computer.
    b. Any tables, charts or graphs should be uploaded to the Attachments section. **Do not insert these directly into the protocol form**, as it causes formatting problems and loss of data.
4. **Section 1.0, Personnel**:
    a. Verify that everyone listed in the personnel section is still with the lab and remove anyone who is not.
    b. Verify that phone numbers and email addresses for key personnel (PI, Co-PI, LAC, Official Contacts, Emergency Contacts) are still current.
    c. Update the listed roles and techniques to reflect the proposed studies for the next 3 years.
    d. Note which individuals require hands on training and plan to register them for any needed classes. Check the status of online training as well (Animal Handler forms, IACUC and DCM online orientations). Training can be completed after the application is submitted and prior to approval.

5. **Section 1.2, DCM Vet Services, and non-UNC Collaborators**: All arrangements with DCM veterinary services should be discussed prior to completing this section. You will be notified if any non-UNC collaborator arrangements require additional documentation. Details of these arrangements must be fully described within your protocol.

6. **Section 1.3, UNC Cores and Collaborators**: Verify all details of Core/Collaborator arrangements are still correct, updating if needed. Include summaries of these services within the appropriate sections of the application. Full details are included in the provider protocols. Consult with the Core/Collaborator to determine what should be included in your application.

7. **Section 3.1, Housing, Locations & Confinement**: Update housing, investigator lab, and return space locations. Please be advised that availability of locations may change due to renovations or building closures. Contact DCM with questions regarding space assignments at 919-962-5335.

8. **Section 3.2, Conducting Procedures/Housing – DCM versus Investigator Maintained Space:** Please review and make any necessary updates. You do not need to describe DCM space assignments in this section.

9. **Section 3.3, Satellite Facilities**: If requesting or updating the details about a previously approved Satellite Facility, verify that the personnel information in Section 3.3.3 is current. Please note that Satellite facility approval involves a series of reviews and inspections and may take several months.

10. **Section 4.0, Reduction, Refinement, Replacement, & Animal Numbers**:
    a. Update your animal numbers in Section 4.0 to reflect animals needed for the next 3 years.
    b. Reconcile any changes to Section 4.0.2 with the animal numbers table in Section 4.0.3. Incorporate any referenced amendments into the text.
    c. Any tables previously included as attachments should be replaced before submission. **Including tables within the text of the application should be avoided** as it causes formatting problems and data corruption.

11. **Section 4.1, Search for Alternatives**: Update your literature search and provide the current dates, keywords, terms, and search strategies used. *This section is only required for projects using Department of Defense or Veterans Administration funding and animals in pain category D or E.*

12. **Section 5.0, Details of Use**: Pay particular attention to Section 5.0.2, which asks what was accomplished in the previous three years as well as the goals for the next three. *Even if little has changed the IACUC will need to know why.* Protocols created from templates that are not appropriately updated may be withheld by the IACUC, delaying approval by a month or more.

13. **Sections 5.2 (Non-Survival Surgery) & 5.3 (Survival Surgery)**:
    a. Check your surgical sections (if applicable) to ensure the procedures outlined reflect what will be performed in the next 3 years.
    b. Review the surgeon's names *and* experience in 5.2.8 and 5.3.13, making any necessary updates. Any surgeons previously grouped together should now be listed on separate lines.

14. **Section 6.0, Animal Care**: Identify any possible circumstances that would require single housing of animals in Section 6.0.5.

15. **Sections 11.1, 11.2, and 11.3:** Review and select any/all that apply from the Addendum Checklist. Remove any agents that will no longer be used.

16. **Section 12.0:** Check that this section is clear of any information from the previous protocol. Relevant information should be incorporated into the appropriate sections of the protocol form.

Before submitting, select "**Preview Application**" at the bottom of the Item List page. Carefully review the application PDF to be certain all necessary sections have been updated. Perform a search of the PDF for the word "amendment" and be certain that any references are removed or incorporated into the appropriate sections of the application.

Please contact the Office of Animal Care and Use at 919-966-5569 or IACUC@med.unc.edu **if you have any questions or require assistance.**