

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 the appropriate link will begin the process.

You must review all sections of your continuation application, making any necessary updates. To assist you, we have compiled a list of the most common issues cited by reviewers for revision, all of which can be accessed from the Item List screen (with the red checks running down the left side of the page).

1. **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.
2. **Attachments:**
 - a. Updated Animal Services forms are required. Add Animal Services forms by selecting the last item on the Addendum Checklist then access from the Item List page. Upload completed forms with the signatures of both PI’s (provider and recipient) to the Attachments section in ACAP.
 - b. Approved Schedule G and H forms relevant to the studies of the next 3 years should be uploaded to the application.
3. **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 DLAM online orientations). Training can be completed after the application is submitted and prior to approval.
4. **Section 1.2, Collaborators & Core Facilities:** Update the Core/Collaborator service description, protocol ID numbers, and building locations in Sections 1.2.2 and 1.2.3.
5. **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 DLAM with questions regarding space assignments at 919-962-5335.
6. **Section 3.2, Conducting Procedures/Housing – DLAM versus Investigator Maintained Space:** The questions in this section were revised in January 2016. Please review and make any necessary updates.
7. **Section 3.3, Satellite Facilities:** If requesting or updating a Satellite Facility, verify that the personnel information in Section 3.3.3 is current.
8. **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 within the text should be removed and uploaded as attachments before submission. **Including tables within the text of the application should be avoided** as it causes formatting problems and data corruption.
9. **Section 4.1, Search for Alternatives:** Update your literature search and provide the current dates, keywords, terms, and search strategies used. This section is not required for animals in Pain Category B or C, and can be removed by unchecking Section 4.1 on the Addendum Checklist.
 10. **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. Remove any references to amendments and incorporate those amendments into the appropriate sections of the application if they are still relevant.
 11. **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.
 12. **Section 6.0, Animal Care:** Identify any possible circumstances that would require single housing of animals in Section 6.0.5.
 13. **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.
 14. **Section 12.0:** Check that this section is clear of any information from the previous protocol. Relevant information should be incorporated in to the appropriate sections of ACAP.

Before submitting, select "**Preview Application**" at the bottom of the Item List page. Carefully review the application 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.