

June 15, 2018

To: Faculty, Researchers, Research Administrators and Students



From: Elizabeth Rivera, DVM, IACUC Chairperson

MEETING CALENDAR OF THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) – First SEMESTER 2018-19.

Enclosed please find the meeting calendar for the Institutional Animal Care and Use Committee (IACUC) and the deadlines for the submission of documents to be considered in each meeting. You must submit 3 copies of all documents direct to IACUC Office at **Escuela Profesionales de la Salud (EPS) office 200** and an electronic copy. Remember to convert all signed documents or pages to PDF format before submitting the electronic copy.

Included are also the deadline dates for the submission of documents to the Attending Veterinarian. The Veterinarian must review the documents for corrections and/or recommendations before they are submitted to the IACUC. We encourage you that, before submitting the final document, contact the IACUC office for a pre-review.

All protocols must be renewed annually. *To avoid a lapse in approval, the renewal form and all the required documentation must be received in the office no less than **two (2) months** before the expiration date.* Please check the deadline dates for the review of the proposals so that you may plan when you wish your protocol to be evaluated. Remember that you may not conduct any procedures or begin working in any research project involving animals until you have received final approval for the protocol.

Meeting Date*	Deadline to Submit Documents to the Attending Veterinarian	Deadline to Submit Documents to IACUC Office
August 31, 2018	August 10, 2018	August 17, 2018
September 28, 2018	September 7, 2018	September 14, 2018
October 26, 2018	October 5, 2018	October 12, 2018
November 30, 2018	November 9, 2018	November 16, 2018
December 14, 2018	November 30, 2018	December 7, 2018
January 25, 2019	January 4, 2019	January 11, 2019

* The dates mentioned above are subject to change. We recommend you confirm with the IACUC's Secretary; Carmen Enid Ramos at (787) 282-0031 or by email carmen.ramos8@upr.edu.

Note: Please be advise that protocols submitted to Biosafety and / or to any other Institutional Committee must have the same title, objectives and procedures to maintain congruency with pre award procedures.