SOP# 111.1 TITLE: Modifications to Approved Projects Date Effective: 9/20/19
Last Revision Date: 3/26/24

I. Purpose

This sets forth the process for conducting review of modifications to previously approved projects.

II. Definitions

Modifications to any previously approved projects must be submitted to the IACUC prior to
implementation. Modifications include any minor adjustments to the project or significant changes.

Significant changes are defined as any change that has a potential impact on the health or well-being of
the experimental animals. Minor adjustments are defined as any change that does not have a potential
impact on the health or well-being of the experimental animals.

Minor adjustments to projects reviewed by the full committee may be reviewed utilizing designated
member review. All other modifications must be reviewed by the convened committee.

Failure to submit a modification request prior to implementing a change to a project will constitute non-compliance and will be handled in accordance with SOP 105.1.

III. Procedure
1. /ŶǀĞƐƚŝŐĂƚŽƌƐŵƵƐƚƐƵďŵŝƚƚŚĞ͞/hRequest for Modification͟ĨŽƌŵǀŝĂ/ŶĨŽĚ͘
2. The research compliance office receives the submission and conducts an initial review for
completeness.
3. The research compliance office and IACUC have the authority to determine that a modification
request constitutes a change in scope or the addition of major new activities such that a new
application is required rather than a modification to an existing application.
4. If the modification is a minor adjustment to a project previously reviewed via designated member
review or full-committee review, the research compliance office will route the modification request
to the original designated reviewer or chair.
5. If the modification is a significant change, the modification request will be added to the agenda for
the next full-committee meeting.
6. The review of the modification request is completed in accordance with SOP # 100.1.