

What Do I Need to Submit with my Protocol?

* = required with submission

New Protocol

- Protocol form (create New Protocol Application and submit online)*
- Approved Radioisotopes Form (protocol section L.2a; if protocol includes use of radioisotopes)
- Approved Chemical Safety Form(s) for any carcinogen, toxin, hazardous material, or substance with unknown properties (protocol sections L.3a and b)
- Procedural Experience and Contact List (PECL) for all animal users and all animal procedures on protocol
- Signed DFCI adjuvant policy ([policy #P008](#)) if protocol includes research use of adjuvants
- Signed DFCI diphtheria toxin policy ([policy #P038](#)) if protocol includes use of diphtheria toxin in live animals

Amendment

- [Completed Amendment form](#)
 - Amendment Form A if change in PI
 - Amendment Form B if adding personnel other than PI
 - Amendment Form C for significant changes
- Approved Chemical Safety Form(s) for any carcinogen, toxin, hazardous material, or substance with unknown properties (protocol sections L.3a and b)
- Approved Radioisotopes Form for any new radioisotopes
- Signed DFCI adjuvant policy ([policy #P008](#)) if protocol includes research use of adjuvants
- Signed DFCI diphtheria toxin policy ([policy #P038](#)) if protocol includes use of diphtheria toxin in live animals

Annual Progress Report

- Annual Progress Report (create New Annual Progress Report and submit online)*

Important: Any changes to the animal protocol are best submitted by amendment rather than in the Annual Progress Report. See the previous section.

3-Year Rewrite

- **Protocol form (create New 3 Year Rewrite and submit online)***
- **New and previously approved Radioisotopes Form (protocol section L.2a; if protocol includes use of radioisotopes)**
- **New and previously approved Chemical Safety Form(s) for any carcinogen, toxin, hazardous material, or substance with unknown properties (protocol sections L.3a and b)**
- **Procedural Experience and Contact List (PECL) for all animal users and all animal procedures on protocol**
- **Signed DFCI adjuvant policy ([policy #P008](#)) if protocol includes research use of adjuvants**
- **Signed DFCI diphtheria toxin policy ([policy #P038](#)) if protocol includes use of diphtheria toxin in live animals**