1. Log in to the Research Administration Portal (RAP): rap.uc.edu/iacuc and enter your UC credentials. The most compatible internet service providers are Firefox and Chrome.

2. Click on the “IACUC” tab and the “All Submissions” tab to see the protocol(s) that you are approved to work on.

3. Click on the protocol you would like to submit an annual review for. (This will take you to the protocol workspace).

4. Click Create Annual Review.
5. This page introduces the steps to complete an annual review. To begin, click “Continue”.

6. Describe all unanticipated results in the text box and click Finish.
   Examples of unanticipated results include:
   - The number of animals required was higher than initially anticipated
   - Actual experiment results were different than expected
   You could also list a summary of amendments you submitted over the year and why they were necessary.

7. Final Step - Your Annual Review is not submitted until you click the “Submit” button to the left of the screen.

8. Your annual review will be automatically be routed to the IACUC office for approval.

9. During this time, you may still create an amendment.