

11th April 2012

Dear PIs

We have found that many protocol applications are submitted near or on the protocol submission deadline, and are often inadequately completed, with omissions of necessary Procedure Forms.

Please note that with **immediate effect**, submissions of such IACUC applications will not be processed for the IACUC meeting of the month. They will be held over for review on the following month.

You are advised to take greater care in the completion of the application forms before submission.

**IACUC Office**  
**11th April 2012**  
**(Transmitted via email)**