October 20, 2026

To: Heads of All Departments

From: Takuya Sasaki,
Chairperson of Animal Experimentation Committee

Submission Deadlines for Animal Experimentation Protocols and Educational Training Plans

Thank you for your continued cooperation in ensuring the proper conduct of animal experiments.

As in previous years, the period around the end of the fiscal year sees an increase in the number of submissions for updates and changes to animal experimentation protocols and educational training plans (hereafter referred to as "protocols"). To facilitate a smooth review by the Animal Experimentation Committee, we have set the following submission deadlines for protocols intended to begin experiments between February and April 2027. We kindly ask each department to disseminate this information accordingly.

When preparing your protocols, please be sure to refer to the notes below and the attached manual, and submit via the web-based application and approval system. Please note that experiments cannot be conducted if the protocol has expired. If you plan to continue experiments beyond the maximum six-year validity period, please submit a new application well in advance.

Protocol Submission Deadlines

Application Type	Submission Deadline (Strictly Observed)
● New applications for experiments scheduled to start in February 2027 ● New applications including Category C or D procedures intended to start in March or April 2027 ● Applications intended to continue from April 2027 onwards for protocols expiring in March 2027 that include Category C or D procedures	**Tuesday, December 1, 2026**
● New applications NOT including Category C or D procedures scheduled to start in March or April 2027 ● Applications intended to continue from April 2027 onwards for protocols expiring in March 2027 that DO NOT include Category C or D procedures	**Friday, January 15, 2027**

Additional Notes

- Applications will be reviewed in the order received. Regardless of the categories above, processing may take longer than usual during this period, so please submit well in advance.
- Protocols involving Category D procedures will require a hearing review. Even if Category D procedures are not included, a hearing review will be required if the degree of pain is deemed high during the review process.
- Incomplete or incorrect entries will be returned for correction. Please respond promptly if returned. Additionally, as we review the contents against the latest standards of relevant laws and regulations, even previously approved protocols may require revisions and be subject to return.
- If approval is not obtained by the deadline due to reasons such as delayed submission or delayed responses to returned applications, experiments cannot be started on the desired start date. Please note that retroactive renewal applications for unapproved periods are not permitted.

Important Notes for Protocol and Training Plan Applications

- Protocols with approval numbers starting with “2021” have reached the end of their validity and cannot be extended. If experiments are to continue, a new application must be submitted (existing protocols can be duplicated for new applications).
- **Notes when changing experimental content:**
  - **[If the changed experiment is to be conducted within FY2026]**
    Please state the experiment start date as the "President's Approval Date" or the desired start date (*). (If submitted with "April 1, 2027," it will be unapproved within FY2026, and the changed experiment cannot be conducted.) The scheduled end date can be specified up to March 31, 2029 (fixed at the end of the fiscal year). Please ensure the project title does not duplicate that of an expired protocol.
    *Approval by the desired start date is not guaranteed.
  - **[If the changed experiment is to start on or after April 1, 2027]**
    Please state the experiment start date as April 1, 2027. Also, the scheduled end date can be specified up to March 31, 2030 (fixed at the end of the fiscal year). Please note that the approval date for the new protocol, including the changes, will be April 1, 2027.
- If the Tohoku University ID has changed due to a change in the experimenter's status, etc., please complete the procedure yourself from the "ID Transfer Application" menu in the system.
- Educational training materials (Japanese version) were updated in October 2025. Accordingly, those who completed training before September 2025 and will continue to engage in animal experiments must retake the training. If your educational training completion number is earlier than 20250350 (please refer to the attached manual on how to check your number), please apply via the Center's website and retake the training by March 31, 2027. English version materials are currently under preparation. Please check the website for details.
- If the response document after conditional approval has not been submitted, or if a change application or response document is pending, the renewal button will not be displayed.

- If the renewal button is displayed for protocols with an approval number from FY2021 or earlier, please do not click the renewal button.

Notes for Principal Investigators Who Are Transferring or Retiring

If you lose your eligibility to apply for protocols at Tohoku University, please either submit a termination report to end the experiment or complete the procedure to change the principal investigator. If your Tohoku University ID becomes invalid, you will lose access to the web-based application and approval system, so please ensure all procedures are completed without omission.

Contact Information
Support Center for Laboratory
Animal and Gene Researches, Tohoku University
Animal Experimentation Section
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Animal Experiment Protocol (Education/Training) Application Manual

1) Access the WEB Application / Approval System

- Please access the system via the Tohoku University portal site.
- For faculty and staff (on-campus use): Log in from the link provided on the faculty/staff groupware page.
- Enter your Tohoku University ID and Password to log in.

2) Check Protocols Expiring This Fiscal Year

Navigate to the **"Protocols"** menu and check the `Approved / Reply Form` tab for protocols with an approval period ending at the end of the current fiscal year.

- A **"Renew"** button will be displayed 6 months before the scheduled end date for protocols whose approval period expires this fiscal year.
- If the "Renew" button is not displayed, it is highly likely that a modification application or reply form is currently in preparation, under review, or returned for corrections.
- If you delete an incomplete modification application from the `In Preparation` tab, the "Renew" button will reappear in the Approved/Reply Form tab.
- If a Reply Form is currently in preparation, please submit it as soon as possible. The "Renew" button will only appear after the Reply Form has been officially accepted.
- If you cannot find the protocol in the "In Preparation" tab, please also check the `Returned / Resubmitted` tab and take appropriate action.
- If the protocol status is currently "Submitted" or "Under Review," please wait until the review process is entirely complete.

【Note on Searching】
While you can use the "Application / Report Search" function to filter and find target protocols, you **cannot** create or submit various applications directly from the search results screen. Please refer to section 8) for proper search methods.

3) Apply for Renewal

- Select "Protocols" from the **Principal Investigator** menu to display the list screen.
- Click the **"Renew"** button from the `Approved / Reply Form` tab to open the protocol format.
- **Note: If an experimenter with input permissions prepares the draft, they must click "Request Confirmation" to notify the Principal Investigator. The Principal Investigator must then click "Submit".*

A. Select the Extension Period

You can extend the approval period by 1 or 2 academic years during a renewal. The maximum allowed duration is up to the end of the 6th academic year from the initial new approval start date (extensions are granted in increments not exceeding 2 academic years).
※ Protocols that are already in their 6th year cannot be extended via a renewal application. If necessary, please submit a "New" protocol starting in April of the new fiscal year (See sections 4 and 5).

B. Select the Type of Changes

- **"Extension of period only":** No changes to the protocol contents.
- **"Experimenters, Experiment locations, Breeding/Storage facilities":** Extending the period and making minor changes to these specific fields only.
- **"Changes including other than the above":** Select this if your changes include modifying the Principal Investigator or other significant content.

If you select "Changes including other than the above," you must explicitly and concisely explain the modified locations and the reasons for the changes in the provided text box (e.g., "Added a new strain to Experiment 1 for comparison, added Experiment 2").

Finally, click the **"Submit"** button.

Important Notes on Renewal Applications

- The period can be extended by a maximum of 2 academic years at a time (until a total of 6 academic years from the initial application is reached).
- For the **number of animals**, please state the planned number to be used throughout the *entire experimental period* (including the extended period). If you are adding animals due to the extension, please add them to the existing total.
- Used animals must be listed separately by strain. You can enter up to 30 strains per experiment number, and up to 5 experiment numbers per protocol.
- **You cannot delete** experiment numbers or animals that have already been approved.
- If you intend to significantly change the project title, experiment purpose, or experiment contents, please create and submit a **New** application instead of a renewal.
- Upon renewal application, the branch number of your approval number will be incremented. The validity period of the approval notice issued for this new branch number begins upon notification of the result.

Information Regarding Shared Facilities & Educational Training

About Shared Breeding/Storage Facilities & Laboratories:
Facilities such as the "Graduate School of Medicine Affiliated Animal Experiment Facility [Temporary Breeding Facility / IDAC]" and "Building No. 5" have already been abolished. If these are currently selected in your protocol, please uncheck them and verify that an active, alternative facility is selected.

Expiration Dates for Educational Training Course Numbers:
With the educational training renewal scheduled for October 2025, expiration dates will be implemented for course numbers. Those who have completed past training will be assigned a uniform expiration date of March 31, 2027. Those who complete the renewed Japanese version after October 2025 will receive an expiration date within 5 years (uniformly set to the end of the fiscal year). *System Update Notice:* In future updates, training number fields with expired dates will be highlighted in **red**, and those with less than 1 year remaining will be highlighted in yellow as an alert.

4) Apply for a New Protocol

- Select "Protocols" from the **Principal Investigator** menu to display the list screen.
- Click the **"Create Protocol"** button to open the input screen.
- Fill in all applicable fields. (Please refer to the detailed instructions linked in the "Information" section on the system top page before filling out the protocol).

Scheduling an Experiment Start Date for the Next Fiscal Year

If you plan to start the experiment in the following academic year or later, select **"Other"** from the dropdown menu for the scheduled period and specify the exact start date.

- *Advantage:* If you are not in a hurry to begin the experiment, specifying a start date in April or later allows you to secure an approval period that is approximately one year longer.
- The scheduled end date of the animal experiment protocol will automatically be set to the end of the fiscal year.

Once all necessary information has been entered, click the **"Submit"** button.

Note on Animal Counts and Overlapping Periods:
Please account for the number of animals intended for use over the entire experiment duration, not just one fiscal year.
When submitting a new application because a current protocol is maxing out its 6-year limit, ensure you set the start date to April of the following year to avoid overlapping approval periods with the existing protocol. If you must start earlier, slightly alter the project title so it is not identical to the existing one.

5) Apply for a New Protocol by Copying an Existing One

- Select "Protocols" from the Principal Investigator menu to display the list.
- From the `Approved / Reply Form` tab, click the title or protocol number of the source protocol you wish to duplicate.
- Scroll down to the very bottom of the opened protocol and click the **"Copy"** button.
- A confirmation dialog will appear. Click "OK".
- The screen will refresh. You will notice the Receipt Number (Approval Number) field is now blank, and the Application Type has changed to "New," indicating the copy was successful.

Adjusting Dates After Copying

If you are applying for an experiment starting the next academic year (e.g., copying an education protocol to extend its overall lifespan), please designate the start of the scheduled period as April 1st of the next year by selecting **"Other"** from the dropdown menu.

If you do not specify a date, the President's approval date will remain as is, but you must be extremely careful to avoid overlapping periods under the identical project title. Change the project title if necessary. Make any required corrections to the copied content and click "Submit".

6) About the Affiliation of the Principal Investigator

If there is a discrepancy between the Principal Investigator's registered university affiliation and the affiliation selected in the "Principal Investigator" section of the protocol (chosen during new application), the Name field in the Principal Investigator section will be highlighted in **red** as an alert.

- Please verify whether the selected department is correct (i.e., you currently belong to it or plan to belong to it).
- If you are transferring or holding a concurrent post, select the appropriate destination or valid affiliation from the dropdown menu in the Principal Investigator section.
- **Exceptions:** You do not need to address alert displays caused by minor system discrepancies such as "Hospital (Med)" vs. "Hospital", or "Hospital (Dent)" vs. "Hospital".
- **Unresolvable Mismatches:** For combinations other than the exceptions above (e.g., "Hospital (Med)" vs. "Tohoku Medical Megabank Organization"), you must re-select the correct affiliation and apply as a **New** protocol using the copy method (Step 5). A new number will be issued under the correct department. After the new protocol is approved, please submit an end report for the old protocol.

7) About the ID Transfer Application

If a Tohoku University ID is deleted or changed due to an experimenter's transfer or change in status, the corresponding experimenter field in the protocol will be highlighted in **red**.

- If the individual is graduating, retiring, or otherwise no longer participating in the experiment, please delete them from the protocol.
- If the individual will continue to participate in experiments under a new ID, the person themselves must complete the ID Transfer Application process.
- They can initiate this by logging into the system and clicking the **"ID Transfer Application"** button located on the system top page.
- Once the support center completes the transfer processing, the individual can be searched and selected using the Experimenter Search function with their new ID.

8) How to Use the "Application / Report Search"

You can use the search function located at the top right of the screen to find specific protocols or check their current status. This is useful for identifying which protocols are eligible for renewal.

> **Important:** While you can view the contents of a protocol from the "Application / Report Search" screen, **you cannot execute renewal application procedures from there**. Please follow the instructions in section 3) to initiate a renewal via the "Protocols" menu.

9) Revisions and Resubmission (Returned Applications)

If you receive a notification email stating that your application has been returned, please locate the protocol in the `Returned / Resubmitted` tab, make the necessary corrections, and resubmit it. If the corrections are insufficient, it will be returned again.

Checking Comments and Correcting

- Open the returned protocol from the "Returned / Resubmitted" tab.
- Scroll down to the bottom and check the message from the Animal/Gene Experiment Support Center located in the **"Application History"** section (under the Department Administrator row).
- Throughout the protocol form, **"Discussion"** buttons that contain examiner comments will be highlighted in **blue**.
- Click these blue Discussion buttons to display the specific comments. Confirm the requested changes and modify the protocol fields accordingly. (Ensure you check all highlighted Discussion buttons).

> **About the Discussion Feature**
>
> You can write reply comments to the center in the Discussion box. However, please note that the system **does not function as a live chat**. Comments will only be reviewed after the protocol is officially resubmitted. Once submitted (while under review), please refrain from adding additional comments; if urgent contact is necessary, please reach out via email. Written comments cannot be deleted.