

2026 Annual Report to OLAW Instructions

The Annual Report form includes additional information and instructions in brackets [*like this*] that should be deleted from your final document.

In Item I, Program Changes, select A (no changes) or B (changes have occurred). If B is selected, at least one additional selection must be made under B.

- Select the appropriate AAALAC accreditation status items only if there has been a change in the institution's status.
- If there are changes in the institution's program for animal care and use, provide descriptions with sufficient detail to replace information in the currently approved Assurance. Do not submit a revised Assurance document.
 - Report any changes in veterinarians listed in section III.B. of the institution's Assurance as program changes. An optional Sample Addendum – Change in Veterinarians document is available at the bottom of [the website](#). Complete the new veterinarian information and append to the Annual Report.
- Since the start of the reporting period (October 1):
 - If a change in IO occurred, provide the information for the current IO (the IO signing the Annual Report to OLAW) in Item V.
 - If the IACUC membership has changed, provide an updated roster that reflects current membership (members as of the day of Annual Report submission) in Item IV.

In **Item II, Semiannual Evaluations**, provide available dates and additional information, if applicable, as instructed below.

A. Program Evaluations

1. Provide all dates (month/day/year) that fall within the reporting period (October 1 - September 30) to reflect the dates that the program reviews occurred.
2. For federal institutions, if the 10/1-11/12/2025 shutdown caused the interval between the Semiannual Program Reviews to exceed 6 months and the 30-day grace period, note the government shutdown as the reason for the delay.

B. Facility Inspections

1. List all available dates of facility inspections that fall within the reporting period (October 1 - September 30).
2. For federal institutions, if the 10/1-11/12/2025 shutdown caused the interval between the Semiannual Facility Inspections to exceed 6 months and the 30-day grace period, note the government shutdown as the reason for the delay.

In **Item III, Minority Views**, select A (none) or B (minority views submitted). If B is selected, attach the minority view(s) exactly as submitted by the IACUC member(s) i.e., in the submitting IACUC member's words. If the minority view is only available as part of the meeting minutes or semiannual report to the IO, submit only the minority view portion. Please do not submit meeting minutes or semiannual reports in their entirety. For further information on reporting minority views, refer to [FAQ C6](#).

For **Item IV, Signatures**, include the signature of the current IACUC Chairperson at the time the Annual Report is submitted. If the Chair is unavailable, include the signature of the current Vice Chair. If there have been changes to the IACUC roster, provide the roster that is current at the time the Annual Report is submitted including the name of the Chair, and if applicable, Vice Chair.

Include the signature of the current Institutional Official (IO) at the time the Annual Report is submitted. A designated individual may sign on behalf of the IO with documented signature authority provided to OLAW e.g., signed memo from the IO naming the alternate individual.

Signatures using one of the following methods are acceptable.

- a scan or photo of a document with a wet signature (pen on paper)
- document with a digital signature where the certificate data is embedded in the document file
- document with a drawn signature (not typed) on the document's signature line
- document with a photo of a signature inserted on the document's signature line

How to submit

E-mail the signed Annual Report as a single PDF file attachment to olawarp@mail.nih.gov by December 1 (but no earlier than September 30).