Proposal Expiration

**Policy**: Work may not continue on animals assigned to an IACUC approval that has expired. No animals may be acquired, produced, or housed associated with an expired Proposal. Animals remaining on an expired Proposal must be transferred to an IACUC-approved Proposal or by default will be transferred to a “Holding Protocol.” Expenses related to animals assigned to a Holding Protocol remain the responsibility of the original PI and/or Department. Once transferred to another IACUC Proposal, only work described in that Proposal is allowed.

**Rationale**: Both PHS Policy and USDA Animal Welfare Regulations stipulate that IACUC approval expires in three years. Once expired, animal work must cease until the animals are transferred to an active IACUC Proposal. Regulations strictly forbid any real or implied temporary extension of an IACUC Proposal once expired. Most funding agencies also prohibit the use of awards for animals assigned to Proposal that has expired.

**Procedures, Guidelines, and Exceptions**:

1. Principal Investigators (PIs) will be notified of the Proposal expiration date in the original, modification, and annual review letters, as applicable. Expiration dates are also displayed on the iRIS dashboard.

2. Warning letters/messages from the IACUC Office will be forwarded at 4, 3, 2, and 1 month(s) prior to Proposal expiration. The 2-month and 1-month warning letters/messages will also be copied to the Department Chair. These warnings will also remind PIs that federal grant funding cannot be used to support the housing or use of animals assigned to an expired Proposal.

3. Each month, the IACUC will produce a report identifying all Proposals that expired the previous month and are scheduled to expire during the coming month. This report will be forwarded to the RRF Supervisory staff. RRF Staff will place a transparent cage card cover on all cages housing animals assigned to an expired Proposal that reminds research staff that ongoing work must cease until the animals are transferred to an approved IACUC Proposal. Once so marked, these animals are considered transferred to the RRF’s Holding Protocol.

4. Continued use of animals assigned to an expired Proposal is considered a serious deficiency that is reportable to federal regulatory agencies and accreditation associations.

5. Once a Proposal is expired, PIs are allowed a maximum of three months to transfer existing animals to an IACUC-approved Proposal. At the end of this 3-month period, the RRF will be instructed to euthanatize remaining animals unless a compelling argument to extend retention of the animals on the Holding Protocol has been received and approved by the IACUC.