

*University of Louisville*  
Institutional Animal Care and Use Committee  
***Policies and Procedures***

## **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. If ongoing experiments and/or animals on the expiring *Proposal* will be transferred to a “renewal” *Proposal* (subsequent to *de novo* review and approval by the IACUC), those experiments and animals **must** be described and accounted for on the renewal *Proposal*. The number of animals transferred from the expiring *Proposal* onto the “renewal” *Proposal* will contribute to the total number of animals approved on the renewal *Proposal*, and PIs should describe what procedures/studies were done to those animals under the expiring *Proposal* and what procedures/studies will be done under the renewal *Proposal*.

**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. 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 Comparative Medicine Research Unit (CMRU) Supervisory staff. CMRU 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 CMRU’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.

**Original Approval:** 19 May 2011

**Revised:** 19 June 2014, 18 May 2017, 15 July 2020

**Latest Approval:** 19 September 2024

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 CMRU will first try to adopt any eligible animals. Animals ineligible for adoption or those that a home cannot be found for (as per the IACUC Policy “Adoption of Research Animals”) will be euthanized unless a compelling argument to extend retention of the animals on the Holding Protocol has been received and approved by the IACUC.

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