

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.

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 euthanize remaining animals unless a compelling argument to extend retention of the animals on the Holding Protocol has been received and approved by the IACUC.

Original Approval: 19 May 2011

Revised: 19 June 2014, 18 May 2017

Latest Approval: 18 May 2017