Annual Continuation of Approved Protocols –

Standard Operating Procedures

The Animal Welfare Act states the following:

9 CFR 2.31 (d) (2): Prior to IACUC review, each member of the Committee shall be provided with a list of proposed activities to be reviewed. Written descriptions of all proposed activities that involve the care and use of animals shall be available to all IACUC members, and any member of the IACUC may obtain, upon request, full Committee review of those activities. If full Committee review is not requested, at least one member of the IACUC, designated by the chairman and qualified to conduct the review, shall review those activities, and shall have the authority to approve, require modifications in (to secure approval), or request full Committee review of any of those activities. If full Committee review is requested for a proposed activity, approval of that activity may be granted only after review, at a convened meeting of a quorum of the IACUC, and with the approval vote of a majority of the quorum present. No member may participate in the IACUC review or approval of an activity in which that member has a conflicting interest (e.g., is personally involved in the activity), except to provide information requested by the IACUC, nor may a member who has a conflicting interest contribute to the constitution of a quorum.

9 CFR 2.31 (d) (5): The IACUC shall conduct continuing reviews of activities covered by this subchapter at appropriate intervals as determined by the IACUC, but not less than annually.

Steps for performing Annual Continuation Form review:

1. Sixty (60) days prior to the expiration date of protocols, the PACUC secretary (or designee) will send out a notice to the PI that he/she must complete the Annual Continuation Form through CoeusLite in order to maintain an active protocol.
2. Thirty (30) days prior to expiration, the PACUC secretary (or designee) will send a reminder to the PI if their Annual Continuation Form has not been completed through CoeusLite.
3. Fifteen (15) days prior to expiration, the PACUC secretary (or designee) will send a final reminder to the PI if their Annual Continuation Form has not been completed through CoeusLite.
4. The Annual Continuation Form must be received in the PACUC office not less than 3 business days prior to expiration so that PACUC has time to review it prior to the protocol expiring.
5. If the Annual Continuation Form has not been received within 3 business days of expiration or by the protocol’s expiration date,* the protocol will be deactivated by PACUC office staff on the expiration date and the PI will be sent a notice informing them of this.

*The PI will be required to submit a new protocol to PACUC for review and approval should they need to continue the study. Any animals that may be housed on campus under the deactivated protocol must be transferred onto the Laboratory Animal Program (LAP) holding protocol and will remain there until such time that the PI is able to get an approved protocol on file with PACUC. All animal work must be stopped during this time. No research or teaching can be done on these animals while on the
LAP holding protocol.) Animals can then be transferred from the LAP holding protocol onto the PI’s newly approved protocol.

6. For Annual Continuation Forms that are received by PACUC office staff and the PI wishes to maintain an active protocol, the Annual Continuation Form must be sent to all members of PACUC through CoeusLite Review Type Determination. This will allow 3 business days for the committee to review the Annual Continuation Form(s) and determine if a member wishes it to go to a convened meeting (full committee review = FCR). If no one indicates that it should go FCR, the Annual Continuation Form may be reviewed and approved by the designated member review (DMR) process.

7. For Annual Continuation Forms that are received by PACUC office staff and the PI wishes to deactivate the protocol by indicating this on the form, the protocol will be deactivated only after it is verified that no animals are currently being used on the protocol. Verification may be done by direct contact with the PI or animal care staff. If no animals are connected with the protocol, it may be deactivated. If animals are connected with the protocol, the PI must either keep the protocol active by completing the Annual Continuation Form or by transferring the animals onto another active protocol.

8. No protocol may continue past its annual approval date if an Annual Continuation Form has not been completed by the PI and the form reviewed and approved by PACUC.