



THE UNIVERSITY OF TOLEDO

SUBJECT: Standard Operating Procedure on Closure of IACUC Protocols by PI Request or Expiration

DATE: November 17, 2020

University of Toledo Standard Operating Procedure on Closure of IACUC Protocols by PI Request or Expiration

1. Introduction

Protocols must be closed out properly at the conclusion of their three-year approval period or at the conclusion of all animal work. Unless a protocol has been previously closed out, it will be considered closed (expired) upon the third anniversary of its approval date. Principal Investigators (PIs) who wish to continue protocols beyond this initial three-year period must submit a new protocol to the IACUC for approval. The PI has the right to close out an IACUC protocol at any time during the period in which it is approved. If a protocol is voluntarily closed, but a PI wishes to restart animal work, a new protocol must be submitted to the IACUC for approval.

2. Process

Being that the process of closing out an IACUC protocol is a federally mandated activity, the following guidelines are in place:

- a. Beginning six (6) months prior to protocol expiration, monthly emails will be sent to the PI notifying them of the upcoming expiration and instructing them how to renew the protocol.
- b. Two (2) months prior to protocol expiration if no renewal has been submitted, the reminder email will be sent notifying them of the upcoming expiration and protocol submission deadline. The reminder email will also contain implications for protocol expiration (i.e., transfer of animals to Holding Protocol) will be explained. DLAR personnel and the Chair will be copied on this email.
- c. One (1) month prior to protocol expiration, if the renewal protocol has not been approved (either not submitted or submitted but not yet approved), the reminder email will again be sent and the department chair and DLAR personnel will be copied. The reminder email will also contain implications for protocol expiration (i.e., transfer of animals to Holding Protocol).
- d. If the protocol expires, the IACUC Administrator will notify the PI and DLAR that any animals on a protocol will be moved to the Holding Protocol and no work can continue on the protocol.
 - i. See SOP on Holding Protocol