

**University of Texas at Austin**  
**Institutional Animal Care and Use Committee**

**IACUC Policy # 5.1**

Title	Continuing Review: The Annual Review		
Date of Approval	11-12-18		
Date of Last Revision	N/A	Version	1.0

Animal Welfare Regulations require an annual review of protocols. PHS Policy requires the IACUC to conduct continuing review of each previously approved, ongoing activity covered by PHS Policy at appropriate intervals as determined by the IACUC, including a complete review in accordance with the PHS Policy IV.C.1-4 at least once every three years.

At The University of Texas at Austin, regardless of the species used, the IACUC requires an annual report on the status of each protocol. In doing so, the Investigator verifies that completed activities were conducted in accordance with the approved protocol, describes any proposed departures from the approved protocols, and solicits information about activities projected for the upcoming year. In addition, the number of animals used over the course of the previous protocol year needs to be provided.

Sixty (60) days before the first and second anniversary of the protocol approval, the PI is sent a notification requesting the status of the protocol (active or inactive), requesting any proposed modifications to the protocol, and asking for the number of animals the PI has used in the previous 12 months. The PI must complete the Annual Renewal Form and return it to the Office of Research Support and Compliance (RSC) by the first and second anniversary of the protocol approval. Review of the Annual Renewal Form is conducted as described in Procedure 4.0. If a PI fails to submit an Annual Renewal Form by the first and second anniversary of the protocol approval, the following action is taken:

Depending on the species covered in the protocol:

- If the protocol covers species that are not regulated by the USDA, then the IACUC Chair (or in his/her absence, the Vice-Chair) will notify the PI, the Attending Veterinarian, and the Director of the Office of Sponsored Projects (if the project is externally funded), that all work under the animal protocol must cease until further notice. The Attending Veterinarian, in consultation with the IACUC Chair (or in his/her absence, the Vice-Chair), will determine if any threat to animal well-being is posed and if so will take the appropriate action.
- If the protocol includes species that are regulated by the USDA, then the action described in Policy 4.5 will be followed.

The PI must promptly provide, in writing, a statement that he or she will not use any animals under the protocol for teaching or research until the IACUC has reviewed and approved the annual renewal. If the PI fails to promptly provide such a verification statement and continues animal work, then the University may report such incident, as described in Policy 6.0.

When PI has successfully submitted and obtained approval of the annual renewal after an appropriate review method, animal work may continue.

If the PI fails to successfully renew the protocol within 30 days of the protocol anniversary date, the protocol will be considered to be permanently expired and the PI will be required to resubmit a new protocol in order to restart work. Additionally, the IACUC may consider suspending (as described in Policy 6.3) or terminating that PI's animal use privileges.

If a protocol is allowed to lapse while the associated vertebrate animals are still being housed on campus, they must be turned over to the custody of the Animal Resource Center (an IACUC-approved holding protocol is present to cover such situations). The ARC Director will make a determination (after possible consultation with the IACUC Chair, the relevant Dean, and/or the Vice President for Research) on whether the animals can be safely and humanely maintained temporarily by the ARC staff, or if they should instead be transferred to another study, placed with an outside agency, or euthanized.

If the animals have been used primarily for teaching or demonstration and were originally privately-held animals that were not purchased with university funds, they may be able to be returned back to the original owners or another experienced individual. Requests for such transfers can be made to the ARC Director.