EXPIRED ANIMAL USE FORM (AUF)

In accordance with federal regulations, the Institutional Animal Care and Use Committee (IACUC) conducts an annual review of all studies involving animals used in research, testing or instruction. All AUFs expire on the anniversary date of the original approval, and must be renewed prior to that date. If the AUF is in either the first or second year, the Principal Investigator (PI) should sign and return the renewal letter to maintain the AUF. If the AUF is in its third year and the project is ongoing, the PI should submit a new AUF for review and approval by the IACUC.

1. The IACUC office sends a letter reminding the PI of the need for either a new AUF (if 3 years has lapsed) or renewal three months in advance of the due date. These letters are sent out for an additional two months if the PI does not return either the renewal letter or if the project is ongoing, send in a new AUF.
   - In addition to the 2nd and 3rd monthly reminder letters/emails, the PI will be notified by email each of those months with a copy sent to their Department Chair or Director.
   - With the 3rd email, the housing facility will be copied so that if there are animals still on this project, a sign will be put on the animal’s cage stating that all work on this AUF must cease and that no more animals can be ordered.

2. If the renewal form/new AUF has not been approved by the due date, the AUF will be considered “inactive”. If there are still animals on the AUF the animals will be placed on the holding protocol (refer to Guideline IG013 – Use of the Holding Animal Use Form (AUF)).
   - Payment of all per diem charges will remain the responsibility of the PI but cannot be charged to any federally-funded grant.

 Reactivation of an inactivated AUF requires IACUC action based on completion of an annual renewal form and a letter from the PI requesting that the AUF be reactivated. The new approval will expire based on the original approval date. An annual renewal form will not be accepted any later than 6 months after expiration; a complete new AUF application will be required.

Requests for exceptions to this guideline will require approval by the Chair of the IACUC.