

Title: Continuing Review, IACUC Administrative Policy # P-0025	
Approval Date: March 15, 2018	
Authorized by: Institutional Animal Care & Use Committee	
Date Drafted/Author: October 2017 AB/JK	Last Revision: April 2018

I. PURPOSE

Federal regulations and policies mandate that institutions develop review procedures that are reasonable, meaningful and efficient; such procedures should contribute directly to the welfare of the animals and/or provide significant information relevant to the role of the IACUCs.

The PHS Policy at IV.C.5. states "the IACUC shall conduct continuing review of activities covered by this policy at appropriate intervals as determined by the IACUC but not less than once every three years" while the USDA Animal Welfare Act & Regulations (CFR2.31 (d) (5)) states that the IACUC "conduct continuing reviews of activities...at appropriate intervals as determined by the IACUC, but not less than annually".

The purpose of continuing review is threefold:

- 1) to inform the IACUC of the current status of the project
- 2) to ensure continued compliance with PHS, USDA and institutional requirements
- 3) to provide for re-evaluation of the animal activities at appropriate intervals

The use of continuing review is also a mechanism used to support the university's post-approval monitoring (PAM) program.

II. POLICY

Continuing review of each approved animal use protocol must be completed by each of the (typically) three anniversaries of the protocol's initial approval. For the first two years of a project, approval lapses if continuing review has not been completed by the protocol's approval anniversary. In such a scenario, all work using animals covered by the lapsed protocol must cease.

Note: Some funding agencies (e.g. PHS) require notification when approval lapses for protocols covering funded projects.

III. PROCEDURE

Approximately three months before the anniversary of a protocol's original approval date, Principal Investigators (PIs) will be alerted that the anniversary of their protocol's approval is approaching and will be sent a continuing review form to complete and return to the IACUC office.

Information requested on the form includes:

- A. PI name, Protocol Identification (Number and Name);
- B. Current project status. Either:

- Project active and continuing
 - Project completed;
- C. Species/strain of animals and numbers of each used in past 12 months;
 - D. Unexpected events of the past 12 months;
 - E. A list of all personnel currently approved to work on the project.

If necessary, PIs will receive reminder emails at approximately two months, one month and one week before the protocol's anniversary date.