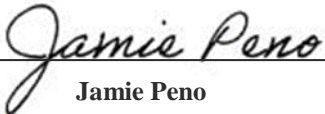
 <div> <div>DIVISION OF RESEARCH & INNOVATION</div> <div>Research Integrity & Compliance</div> </div>		Institutional Animal Care and Use Committee Standard Operating Procedures	
<p align="center">Title: Final Reporting of Approved Protocols</p>			
Effective Date:	December 22, 2020	Document Number:	IACUC-SOP-01-11.00
Approval/Date: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <hr style="width: 100%;"/> <p>Jamie Peno Director, Research Integrity and Compliance</p> </div> <div style="text-align: center;"> <p>12/22/2020</p> <hr style="width: 100%;"/> <p>Date</p> </div> </div>			
REVISION HISTORY			
Date	Section	Author	

PURPOSE

This SOP delineates the process for completing and submitting Final Report on a completed or expiring UNT Approved Animal Use Protocol. Animal Use Protocols can only be approved by the IACUC committee for a length of 3 years, projects extending past this must submit a Final Report or a full renewal protocol prior to the expiration of the old one.

SCOPE

It is the responsibility of the UNT IACUC to assure that all animal use activity meets federal regulations, policies, and recommendations.

It is the responsibility of the Principal Investigator (PI) to keep the IACUC informed on progress and completion of approved projects in a timely manner.

DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton

IACUC- Institutional Animal Care and Use Committee

SOP/SOP's- Standard Operating Procedure(s)

AUP- Animal Use Protocol

PI- Principal Investigator

PROCEDURES

I. Final Reporting of Approved Protocol

- A. Animal Use Protocols can only be approved by the IACUC committee for a length of 3 years, projects extending past this must submit a full renewal protocol prior to the

expiration of the old one.

1. Should there be a lapse between the expiring of a protocol and **approval** of the 3 year renewal:

- a) All animal work must stop until the approval is received for the new protocol.
- b) All in-house animals remaining on the protocol must be transferred to the UNT Holding Protocol.
- c) Animals on the UNT Holding Protocol may not be manipulated or handled by the investigator or lab staff in any way.

B. Early Closure

1. If a protocol is no longer needed, or work has been completed prior to the expiration date, a Final Report Form signed by the PI should be submitted to the IACUC via email to UNTIACUC@unt.edu .

C. Expiring Protocols

1. At least 14 days from the expiration date of an approved protocol, an UNT IACUC Form 04- Final Report Form should be submitted to the IACUC.

D. Final Report Content

1. The final report should include a summary of the project and the outcomes (expected and unexpected) including but not limited to:
 - a) A description of the objectives achieved or not achieved
 - b) A description of adverse or unanticipated events in regards to pain, distress, or mortality of study animals
 - c) A description of any needed continued experimental use of animals on the topic
 - d) The total number of animals in each USDA Category (see SOP 01.06 Animal Use Protocol Submissions) used (for each species)
 - e) The total number of animals in-house at the end of the study that were not used and will require further disposition or transfer to another approved protocol
 - i. It is the responsibility of the PI to make arrangements for unused animals prior to study closure or expiration.

REFERENCES

1. UNT IACUC Policies and Procedures
2. UNT IACUC Form 04- Final Report Form

APPENDICES

IACUC Standard Operating Procedures

UNT IACUC Form 04- Final Report Form