

SUNY Downstate Health Sciences University
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

IACUC Protocol Closeout Report

IACUC protocols are approved for a maximum three-year period. The Principal Investigator must resubmit a new application for IACUC review in order to continue research activities. When the IACUC approval expires, the protocol is no longer valid. A new protocol will need to be submitted if the IACUC approval has expired. **No experimental use or observation of animals may take place during a protocol lapse period.** Continuation of animal activities beyond the expiration is a serious and reportable violation of PHS Policy. To close out an IACUC protocol, please email the completed form to IACUC@downstate.edu

Protocol #:	
Principal Investigator:	
Department:	
Protocol Title:	
Funding Source:	

1. Reason for Closure (check :

- Protocol Closure - Project is complete (no further activities with animals will be conducted)
- Project was Never Initiated (no animals were used in this research)
- Protocol Closure - Project was Initiated but will not be completed
- Graduation of Student Investigator
- Principal Investigator no longer with Downstate
- Sponsor Funding Closure
- Other:

2. Effective Date of Closure: _____

3. Date of Expiration: _____

5. Total number of animals used for recent approval period: _____

6. Provide a brief summary of any findings, results or other relevant information. Include any publications and presentations that have resulted from this research/protocol. Additional sheets can be attached if needed:

7. If animals are remaining, explain the disposition of the remaining animals (e.g., euthanasia, transfer to other protocols or researchers, etc.) _____

8. Location of Protocol Documents/Record Procedures (Building and Room Number): _____

Records that relate directly to protocols must be kept for the duration of the activity and for an additional 3 years after completion of the activity.

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It is essential that procedures and all post-procedural care adhere to the related IACUC-approved animal use protocol. As the medical/clinical records are the primary method of assessing procedural and animal care compliance with the protocol, accurate and detailed records must be kept by all individuals who are filling out records. Generally three documents are used to record procedures, detailed below.

- Procedure Report
- Anesthesia Report
- Postoperative/Procedure Monitoring Report
- Final Disposition Records

Note: The USDA requires that records be maintained for three years after the final disposition of the animal(s) or the completion of the activity. If an animal(s) is transferred to another facility location or another protocol, this should be noted in the clinical/medical record. A copy of the appropriate documentation (e.g., transfer form) should accompany the relevant record.

9. Did any adverse events occur? Indicate date(s) the events were reported to the IACUC. If events were not reported, please report event in the space below and why it wasn't reported originally.

Protocol PI Printed Name: _____

Principal Investigator Signature: _____ Date: _____