

**POLICY REGARDING PROTOCOL CLOSURE OR TRANSFER IN THE
EVENT OF A PRINCIPAL INVESTIGATOR'S ABSENCE**

PURPOSE:

This document serves to outline the process for handling active protocols in cases where the Principal Investigator has departed Liberty University without closing or transferring the protocol to another approved PI.

POLICY:

In the event that the Liberty University IACUC is notified of the departure or absence of an animal-using PI with active protocol(s), the protocols will be reviewed to determine the status of any animals that remain. This policy extends to all animal users at the University.

IF IT IS DETERMINED THAT ACTIVE ANIMALS DO NOT EXIST ON THE PROTOCOL(S), THE FOLLOWING SHALL OCCUR:

1. The PI must be contacted via email and will be asked to close or transfer the protocol within 10 days.
2. If a response is not received within 10 business days, an email will be sent to the Department Head and other associated personnel on the protocol requesting that appropriate action be taken to either close or transfer the protocol within 10 days.
 - a. If a response is not received within 10 business days, the protocol(s) will be immediately closed by the IACUC, citing "PI has left the University". All personnel on the protocol will be notified of the closure, and all animal research must immediately stop. Any closures as a result of this process will be reported to the IACUC during the next scheduled meeting.

IF IT IS DETERMINED THAT ACTIVE ANIMALS DO EXIST ON THE PROTOCOL(S), THE FOLLOWING SHALL OCCUR:

1. The PI must be contacted via email and will be asked to appropriately dispose of the animals and related protocol within 5 days.
 - a. The university veterinarian must be notified of an existing protocol with no PI oversight and will assume care of the animals in a holding protocol until the IACUC resolves the protocol in question.
 - b. Disposition of the animals may include transferring the animals to a different IACUC approved protocol, or euthanasia as defined in the existing approved protocol.
2. If a response is not received within 5 business days, an email will be sent to the Department Head and other associated personnel on the protocol requesting that appropriate action be taken to either close or transfer the protocol.
 - a. If a response is not received within 5 business days, the issue will be referred directly to the IACUC for guidance and resolution.

If a protocol is to be transferred to another PI, a Change in PI form and New Application for the Use of Animals in Research Form must be completed and submitted to the IACUC.