DIVISION OF RESEARCH & INNOVATION Research Integrity & Compliance	**Institutional Animal Care and Use Committee** **Standard Operating Procedures**

Title: Final Reporting of Approved Protocols

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Approval/Date:

Jamie Peno — 12/22/2020

Jamie Peno — **Date**

Director, Research Integrity and Compliance

REVISION HISTORY

Date	Description	Author
19-October-2026	Clarified language and responsibilities	J. Kissling

PURPOSE

The purpose of this SOP is to establish procedures for completion and submission of Final Reports for UNT Animal Use Protocols that have concluded or are approaching expiration. Animal Use Protocols may not remain active beyond a three-year approval period; therefore investigators must submit either a Final Report or a renewal protocol prior to expiration, as applicable.

SCOPE

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/SOPs - Standard Operating Procedure(s)
AUP - Animal Use Protocol
PI - Principal Investigator

RESPONSIBILITIES

I. The UNT IACUC is responsible for overseeing animal activities to ensure compliance with applicable federal regulations, institutional policies, and accepted standards and guidelines for the humane care and use of animals.

II. The Principal Investigator (PI) is responsible for providing timely and accurate updates to the IACUC regarding the status, progress, and completion of approved animal use activities.

PROCEDURES

I. Final Reporting of Approved Protocol

A. 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.

B. 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.

C. 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
   b) A description of adverse or unanticipated events including pain, distress, morbidity, and mortality observed in study animals
   c) The total number of animals used in approved procedures in each USDA Category for each species
   d) The total number of animals remaining 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 create a disposition plan for unused animals prior to study closure or expiration.

D. Animal Use Protocols may not remain active beyond their three-year approval period. Investigators must submit a renewal protocol before expiration if project activities will continue beyond that date.

1. If a protocol expires:
   a) All animal work must stop until the IACUC approves a new protocol.
   b) All 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 their research staff.

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