POLICY #10: INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE GUIDELINES ON PROCEDURES FOR REVIEW AND APPROVAL OF CHANGE IN PRINCIPAL INVESTIGATOR

Purpose: This policy provides guidance on procedures for review and approval of change in Principal Investigator (PI) on currently approved protocols.

Rationale: Both the Animal Welfare Act regulations (AWAR) and Public Health Service Policy (PHS Policy) require the Institutional Animal Care and Use Committee (IACUC) to review and approve significant modifications to ongoing activities prior to initiation of such changes.

Procedure: An amendment to change the PI is considered a significant change and must be reviewed by either designated or full committee review. Request for change in PI may be accomplished by any of the following mechanisms. Irrespective of the procedure selected, a change in PI is a significant modification and the change shall not be implemented prior to IACUC review and notice of approval.

1) If there are no changes to the protocol other than the change in the PI, the PI may elect to only submit a new cover page with required signatures along with a statement that no additional significant changes will be made to the previously approved sections. The protocol will continue under the existing protocol number and expiration date. The new PI will be responsible for aspects of the protocol as indicated on the signature page as well as all correspondence for continuing reviews. This change will be submitted to the IACUC for review by either designated or full committee review per IACUC Bylaws. Amendment form to change PI

2) If there are to be no changes to the protocol other than change in the PI, the PI may elect to submit a rewritten protocol. This rewritten protocol will be processed as a new protocol and a new approval and expiration date assigned. The protocol will be reviewed by the IACUC by either designated or full committee review per IACUC Bylaws.

3) If any other significant changes are to be made to the protocol, a rewritten protocol must be submitted and will be considered and processed as a new protocol. The protocol will be reviewed by the IACUC by either designated or full committee review per IACUC Bylaws.

Sudden Departure or Absence of PI
The Department Head will become the responsible person in cases where the principal investigator is suddenly absent or leaves Clemson University employment. In this and other special cases, the Department Head may act on behalf of the principal investigator to ensure continued oversight of the AUP and will notify the IACUC of the protocol status. Until the PI returns or is replaced, the Department head is responsible for the conduct and oversight of the activities and personnel approved on the AUP(s).