

<b>TITLE:</b> Animal Care & Services		<b>IACUC POLICY:</b> 009
<b>Effective Date:</b> August 2023	<b>Last Revised:</b> November 2023	<b>Review Date:</b> April 2024
<b>SCOPE:</b> This policy applies to the costs associated with animal care and services provided to faculty by the animal facility		
<b>KEYWORDS:</b> Grant, animal facility, procurement, per diem		
<b>Policy Owner:</b> Department of Animal Resources		
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**1. REASON FOR THIS POLICY:**

This document explains how animal facility charges are allowed and allocated to sponsored projects at Georgia Institute of Technology (Georgia Tech).

**2. POLICY STATEMENT:**

Faculty using vertebrate animals in research and teaching are responsible for complying with applicable regulations and institute policies governing procurement and use of animals. Further, the Principal Investigator (PI) named in the Institutional Animal Care and Use Committee (IACUC) protocol is responsible for ensuring that:

1. The number of animals ordered does not exceed the number approved in the IACUC protocol;
2. The species and strain ordered matches the approved IACUC protocol;
3. The charges are allowable and allocable to the sponsored funding source whose project number is specified in the order and to which animal facility charges will be posted; and
4. The sponsored funding source matches the source cited in the IACUC approved protocol.

The Georgia Tech IACUC is charged by federal law and regulation with reviewing the scope of work for research using vertebrate animals and is responsible for approving such research. *In order for an award to be issued by a federal funding agency and, therefore, for animal costs to be allowable and allocable to a given sponsored research project, the Georgia Tech IACUC is required to approve the research as described in the proposal.*

Charges are allowable and allocable to sponsored projects if the protocol under which the charges were incurred is valid for that project. Each IACUC Protocol references the funded grant or contract (Workday number) to which charges for that research are allocable. However, if unrestricted funds held by the Georgia Tech Foundation (GTF) or academic department are used, the individual donations or projects

do not need to be listed in the protocol. Similarly, state funded projects do not need to be specifically identified by account in the protocol. It is sufficient to state that GTF, departmental, or state funds will be used. Note: Georgia Research Alliance, Coulter Program, Children's Hospital, and Institutional Seed Grant funds, while funded through GTF, are not discretionary and should be specifically identified in protocols for which their funds will be used. Likewise, not all state funds are unrestricted, such as those committed to meeting cost sharing obligations on sponsored awards. Financial Managers (FM) are responsible for ensuring that the person authorized to approve expenditures of funds from such projects has approved expenditures for this purpose.

Note: Department of Defense (DOD) agencies have additional compliance requirements and must have a separate protocol for each DOD award. Contact the [Office of Research Integrity Assurance \(ORIA\)](#) for additional details.

Procurement of vertebrate animals is centralized in the animal facility. Independent ordering of vertebrate animals by Principal Investigators, students, or departmental personnel is specifically prohibited. No animal purchases shall be made until the proposed protocol has received IACUC approval. More details are available at in the [IACUC Vertebrate Animal Procurement Policy](#).

### **3. RESPONSIBILITIES:**

#### **PI, Co-PI, Lab Manager, or official designee:**

Each faculty member that uses the services of the animal facility and incurs costs which may include *per diem* and charges for personnel costs, pharmaceuticals, materials, and supplies, and related costs shall follow the following procedures.

1. Prior to procuring animals, beginning animal research, or utilizing the animal facility services, the PI shall create, submit, and obtain approval for an IACUC protocol. The protocol must list any sponsored funds associated with the work.
2. If procuring animals, the PI or designee shall complete the [Request for Vertebrate Animal Procurement form](#). This form must contain a campus reference number and a signature from the department Financial Manager (FM) or Accountant.
  - a. The FM or Accountant in signing the above-listed form should have the PI's IACUC approval letter which will include the approved Workday number for the relevant scope of work.
  - b. In the event that the faculty member requesting the services of the animal facility is NOT the PI of record for the sponsored project or subproject, or is not the account-holder of record for the account to be charged, it is the FM's or Accountant's responsibility to obtain approval from the person authorized by the Institute to approve charges for that project or account.
3. If an IACUC protocol should expire, the school/department's cost overrun project will incur any remaining charges. It is the responsibility of the school/department to transfer the charges to another appropriate project identified in the IACUC protocol.

Additional care should be taken when considering transferring animal facility costs between projects to ensure that appropriately approved protocols are on file. A copy of the IACUC approval letter should be included with the supporting documentation to Grants and Contracts Accounting.

**4. REFERENCES:**

- A. OLAW [NOT-OD-22-005](#) “Notice of Clarification of Institutional Responsibilities Regarding NIH Grant to Protocol Congruence Review”
- B. The Guide for the Care and Use of Laboratory Animals (Chapter 4, Pg 114; Appendix A, Pg 198) (ILAR, NCR, 8th Ed.) <https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf>

**REVISION HISTORY:**

Revision Number	Summary of Revisions	Revision Date
1	Major updates to content and formatting	August 2023