



Internal Regulation Title	Extended Absences by Primary Investigators with Active IACUC Protocols				
Date Last Revised		Date Created	09/27/2017	Revision #	
Regulation Number	20	Required by:	<input type="checkbox"/> OHRP <input type="checkbox"/> Funding Agency <input type="checkbox"/> OLAW		
Applicability	<input type="checkbox"/> RGC Internal		<input checked="" type="checkbox"/> Researcher	<input type="checkbox"/> Institutional	
Subgroup	<input type="checkbox"/> NKU Compliance	<input type="checkbox"/> IRB	<input checked="" type="checkbox"/> IACUC	<input type="checkbox"/> IBC	

1.0 PURPOSE

This policy is intended to describe procedures to protect live, vertebrate animals when a Principal Investigator is unavailable for an extended period of time. It applies to investigators on sabbatical, extended travel, medical or personal leave, or other extended absences.

2.0 GENERAL INFORMATION AND SCOPE

This internal regulation applies to all IACUC approved protocols for which the Principal Investigator takes a leave of absence and is unable to directly oversee the care and use of animals listed on a IACUC protocol.

3.0 DETAILS

An investigator who will be off campus for more than 30 calendar days must notify the IACUC Administrator (email IACUC@nku.edu) and designate a primary caregiver for any live, vertebrate animals covered under an active IACUC protocol. If the primary caregiver is not a full-time faculty or staff member at NKU, the investigator should also identify a full-time NKU employee with sufficient expertise to provide oversight and guidance until the investigator returns. All designees must be listed as personnel on the appropriate protocol/s and must be current with all required training.

The Principal Investigator remains responsible for any required reporting unless unable to do so due to reasons related to medical or personal leave. In such cases, the designated faculty/staff caregiver is responsible for submitting required reports.

When the absence is planned (e.g. a sabbatical), the notification should be made at least two weeks prior to leaving the area including the planned dates of the investigator’s absence.

When the absence is unexpected, the investigator’s department chair may serve as a surrogate in providing notification and updates as warranted.

The IACUC should be notified upon return of the Principal Investigator.

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	07/13/2018	<input type="checkbox"/>
IACUC Chair	<input checked="" type="checkbox"/>	07/13/2018	<input type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input type="checkbox"/>		<input type="checkbox"/>	
IACUC Chair	<input type="checkbox"/>		<input type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input type="checkbox"/>	