

**Georgia Institute of Technology  
Physiological Research Laboratory  
Animal Care & Services Policy**

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 Project Director/Principal Investigator (PD/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;
2. The approved species and strain is ordered ;
3. The charges are allowable and allocable to the sponsored funding source whose project number is specified in in the order and to which Physiological Research Laboratory (PRL) 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 made 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.*

- More information can be found at [www.IACUC.gatech.edu](http://www.IACUC.gatech.edu)

**Guidance:**

Charges are allowable and allocable [specific] 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 (project number) to which charges for that research are allocable. However, if unrestricted funds held by the Georgia Tech Foundation (GTF) are used, the individual donations or projects do not need to be listed in the protocol. Similarly, State fund projects do not need to be specifically identified by account in the protocol. It is sufficient to state that GTF 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: DOD agencies have additional compliance requirements and must have a separate protocol for each DOD award. See the Office of Research Integrity Assurance (ORIA) for additional details.

- More information on allowable expenses can be found at <http://policies.gatech.edu/allowable-expenses>

### **Use of the PRL:**

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

1. 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 FM or Accountant.
  - a. The FM or Accountant in signing the above listed form should have the PD/PI's IACUC approval letter which will include the approved project number for the IACUC scope of work.
  
2. An Interdepartmental Sales & Services [\[http://procurement.gatech.edu/sites/default/documents/InterdeptSalesandService.xlsm\]](http://procurement.gatech.edu/sites/default/documents/InterdeptSalesandService.xlsm) form shall be completed prior to utilizing the PRL services. It must be initiated with no funding limitation/threshold. The form shall be signed by a FM or Accountant and contain the campus reference number for billing purposes.
  - a. The FM or Accountant in signing the above listed form should have the PD/PI's IACUC approval letter.
  - b. It is recommended that in order to accurately monitor per diem expenses and other PRL costs a sub-project in the Project Expense & Budget (PEB) be set up for those charges.
  - c. In the event that the faculty member requesting the services of the PRL is NOT the Principal Investigator 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 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's cost overrun project will incur the charges. It is the responsibility of the school/department to transfer the charges to another project identified in the IACUC protocol.

Additional care should be taken when considering transferring PRL and animal expenses between projects to ensure that appropriately approved protocols are on file. A copy of the IACUC approval letter and/or Interdepartmental Sales & Service form should be included with the supporting documentation whether the expense is transferred via Electronic Cost Transfer (ECT) or paper Cost Transfer form to Grants and Contracts Accounting.

#### Procurement of Animals:

Procurement of vertebrate animals is centralized in Georgia Tech Research Corporation (GTRC). 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 <http://researchintegrity.gatech.edu/about-iacuc/policies-procedures/>.