

28th Oct 2025

[NUS Internal]

**** IACUC Notice: IACUC/2025/10 ****

Important notice on the new protocol expiry and extension workflow to ensure smooth continuation of animal work

Dear PIs,

1. APRs and ABPRs submission

In line with NACLAR Guidelines III.3.5.1 and III.3.5.2, [Annual Protocol Review \(APR\) and Annual Breeding Protocol Review \(ABPRs\) forms](#) must be submitted annually. Reminder emails will be sent 2 months and 7 days before the due date. Please submit these forms promptly to ensure compliance.

2. Protocol Extension or New Protocol Submission?

All IACUC protocols are valid for 4 years from the date of initial approval. As your protocol approaches expiry, please take note of the following options to ensure continuity of your animal research:

Option 1: Protocol Extension for Ongoing Experiments

(Starting with protocols that are expiring in Mar 2026 or later)

If ongoing experiments(s) under the expiring protocol can be **completed within six months** after expiry, you may request a protocol extension of up to six months. Such experiments **do not need to be included** in a new protocol.

To proceed, please submit the attached [Protocol Extension Request Form](#) to the IACUC Office **at least one week before protocol expiry**.

Option 2: New protocol submission for Extended Experiments*

(Starting with protocols that are expiring in Mar 2026 or later)

If experiments are expected to **take more than six months** to complete, a **new protocol** must be submitted via [IRIMS-IACUC](#) for de novo review. Please plan ahead and submit the application **at least four months before expiry** to allow sufficient time for review and approval.

***Note on Carrying Over Unfinished Experiments**

*If you need to carry over **incomplete experiments** into the new protocol e.g. if the experiment involves 2 groups totalling 24 animals, and only 10 animals were used under the expiring protocol, you may include the **remaining 14 animals** in the new protocol. Please **do not duplicate the entire experiment** and request for 24 animals again.*

3. Guidance for Breeding Protocols

- All **mating and breeding activities must cease** exactly **4 years** from the date of initial protocol approval.
- Desired **offspring** should be transferred to their respective **research protocols** before the breeding protocol expires.
- **Breeders** intended for continued use must be transferred to a **breeding protocol that is current and not expired**.
- For **pregnant breeders** expected to remain beyond expiry, please submit the attached [Protocol Extension Request Form](#) to the IACUC Office **at least one week before protocol expiry**.

4. Important Notes

- **Ongoing animal work after protocol extension must strictly follow the approved protocol.**
- If no extension request is submitted to the IACUC Office, **any remaining animals under an expired protocol will be transferred to the CM holding protocol. While on the holding protocol, no breeding or experimental procedures are allowed. For further details, please refer to [CM SOP 411](#).**

Please refer to the [new protocol extension workflow](#) for more information. For assistance or clarification, feel free to contact the [IACUC Office](#).

Thank you for your attention and continued compliance.

IACUC Office
(Transmitted via email)