

<b>Institutional Animal Care and Use Committee</b>		<b>HSC</b>
<b>Title:</b> Institution Collaboration		
<b>Document #:</b> 052	<b>Version #:</b> 03	
<b>Approved by IACUC Date:</b> January 23, 2024		

**A. PURPOSE:**

- a. This policy provides guidance and procedures for responsibility of protocol and programmatic review of projects involving work with live animals with collaborating institutions, in effort to reduce potential ambiguities about responsibility for animal care and use.
- b. Anytime HSC enters into a collaborating relationship with another institution and live animal work is involved, a Memorandum of Understanding (MOU) or a contract is put into place, addressing the collaborative animal work along with each institution’s responsibility for animal use, ownership, and IACUC review and oversight. Please note this policy is with the assumption that any institution conducting animal work on behalf of HSC is AAALAC Accredited, PHS Assured, and USDA Registered. HSC will generally not approve animal work to be conducted at a site that is not AAALAC accredited or PHS Assured. The IACUC will reserve the right review this on a case-by-case basis.

**B. RESPONSIBILITIES**

- a. It is the responsibility of HSC IACUC to provide oversight of all animal activities occurring at HSC, and for studies in which HSC is the awardee institution.
- b. It is the responsibility of the HSC representative (i.e., PI, DLAM leadership, etc..) collaborating with the outside source to inform the IACUC office when animal work will be done through collaboration with other institutions.
- c. HSC IACUC is responsible for reviewing the MOU and reserves the right to approve this written agreement.

**C. PROCEDURES**

- a. **HSC Owned Animals/ HSC Performance Site:** Animal studies awarded to HSC, in which animal housing and procedures are conducted at HSC, must be reviewed and approved by the HSC IACUC before animal work can begin.
- b. **HSC Owned Animals/ External Performance Site:** Animal studies awarded to HSC, but animal housing and/ or procedures are occurring externally through collaborators in a sub-award or a sub-contract must be reviewed by the HSC IACUC. However, a written MOU must be in place between the institutions, clearly defining the collaborative activity involving the animals.
- c. **Externally Owned Animals/ HSC Performance Site:** Animal studies awarded to an external collaborator, in which the animal housing and/or procedures are occurring at HSC, the collaborating institution’s IACUC may reserve the right to review and approve the

protocol; however, a written MOU must be in place between the institutions, clearly defining the collaborative activity involving the animals with the approved protocol attached. Although, there is no requirement for dual review, the HSC IACUC may reserve the right to request to review the protocol even if it is reviewed at the collaborating institution.

- d. **Externally Owned Animals/ External Performance Site:** Animal studies awarded to an external collaborator through a sub-award, in which the animal housing and/or procedures are occurring at an external collaborator site and the external collaborator owns the animals, a MOU is not required.
- e. **Foreign Institutions:** Instances where animal studies are performed at a foreign institution, HSC requires the foreign institution to maintain a Foreign PHS Assurance and be AAALAC Accredited. HSC IACUC reserves the right to review the protocol. It is the responsibility of the PI to provide a copy of the approval to the foreign institution, translated into their native language – if applicable.
- f. **Creating the MOU:** HSC has adopted the Federal Demonstration Partnership (FDP) MOU template. This will be used for HSC initiated MOUs and is recommended for use by other institutions when initiating an MOU.
- g. **Submission to the IACUC Office:** Once it is determined that an MOU is needed, the IACUC Office is available to assist the HSC representative with the MOU. If a contract is created, and the animal work is laid out in the contract, an MOU may not be needed. The animal work portions of the contract should be submitted to the IACUC Office.
- h. **Review by the IACUC:** Once the IACUC Office receives the MOU, the IACUC staff and IACUC Chair will determine if the MOU will be reviewed either by Designated Member Review or Full Committee Review.
- i. **Communication with HSC Representative:** The IACUC Office will contact the HSC representative to communicate the outcome of the review. The IACUC may accept the MOU as is or make recommendations. Recommendations may include the need to perform a congruence check or request a copy of a protocol or amendment.

#### D. REFERENCES & ATTACHMENTS

- a. Animal Welfare Act, Public Law 89-544 as amended; codified at 7 U.S.C. 2131-2159.
- b. USDA Animal Welfare Act Regulations and Standards, 9 CFR Parts 1, 2, 3 and 4.
- c. PHS Policy on Humane Care and Use of Laboratory Animals. NIH, Office of the Director. Revised 2015.
- d. *Guide for the Care and Use of Laboratory Animals, Eighth Edition.* National Academy Press, Washington, D.C. 2011.
- e. Health Research Extension Act of 1985, Public Law 99-158, November 20, 1985, “Animals in Research.” Available from OLAW, National Institutes of Health, RKL1, Suite 360, MSC 7982, 6705 Rockledge Drive, Bethesda, Maryland 20892-7982
- f. AAALAC Connection Spring 2003, “Who’s Responsible for Offsite Animals?”
- g. [HSC FDP MOU Template](#)