

Institutional Animal Care and Use Committee		UNTHSC
Title: Institution Collaboration		
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Approved by IACUC Date: January 26, 2021		

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 UNTHSC 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 UNTHSC is AAALAC Accredited, PHS Assured, and USDA Registered. UNTHSC 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 these on a case by case basis.

B. RESPONSIBILITIES

- a. It is the responsibility of UNTHSC IACUC to provide oversight of all animal activities occurring at UNTHSC, and for studies in which UNTHSC is the awardee institution.
- b. It is the responsibility for the UNTHSC 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, by submitting the completed Memorandum of Understanding (MOU). The IACUC Office may assist in drafting the MOU. If the terms are laid out in the form of a contract, a copy of the contract (specifically the sections describing the animal work) should be provided to the IACUC Office.
- c. UNTHSC IACUC is responsible for reviewing the Memorandum of Understanding, and reserves the right to approve this written agreement.

C. PROCEDURES

- a. **UNTHSC Owned Animals/ UNTHSC Performance Site:** Animal studies awarded to UNTHSC, in which animal housing and procedures are conducted at UNTHSC, must be reviewed and approved by the UNTHSC IACUC before animal work can begin.
- b. **UNTHSC Owned Animals/ External Performance Site:** Animal studies awarded to UNTHSC, but animal housing and/ or procedures are occurring externally through collaborators in a sub-award or a sub-contract must be reviewed by the UNTHSC IACUC. However, a written Memorandum of Understanding (MOU) must be in place between the institutions, clearly defining the collaborative activity involving the animals.

- c. **Externally Owned Animals/ UNTHSC Performance Site:** Animal studies awarded to an external collaborator, in which the animal housing and/or procedures are occurring at UNTHSC, the collaborating institution's IACUC may reserve the right to review and approve the protocol; however, a written Memorandum of Understanding (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 UNTHSC 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 Memorandum of Understanding (MOU) is not required.
- e. **Foreign Institutions:** Instances where animal studies are performed at a foreign institution, UNTHSC requires the foreign institution to maintain a Foreign PHS Assurance and be AAALAC Accredited. UNTHSC 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. **Submission to the IACUC Office:** Once it is determined that an MOU is needed, the IACUC Office is available to assist the UNTHSC 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.
- g. **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.
- h. **Communication with UNTHSC Representative:** The IACUC Office will contact the UNTHSC 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

- 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?"