Institutional Animal Care and Use Committee SOP 104

TITLE: MOUs with External IACUCs

PURPOSE: To provide instructions for obtaining IACUC approval for research involving animals funded by the University of Arizona (through a PHS grant or subaward) but performed at an external institution. Instructions are also provided for obtaining IACUC approval for animal work that is funded by other institutions, but performed at the UA.

REVIEW/REVISIONS: IACUC will review and revise this SOP as needed.

DATE OF LAST REVISION: 04/23/2015

PHS funded research with an external PHS-assured institution:

All PHS-funded work must be performed at a PHS-assured institution.

Federal regulations (NIH Guide for Grants and Contracts NOT–OD–01–017) do not require duplicate protocol review when UA funds are used to perform animal work at another PHS-assured institution. In this case, the UA IACUC will generally defer protocol review and approval to that institution, with appropriate documentation. The procedure for obtaining the required documentation is as follows:

1. The investigator contacts the UA IACUC Office to obtain a Memorandum of Understanding Between The University of Arizona and External Institution IACUCs” form. The MOU will be used to document the research at the other institution.

2. The UA investigator completes the MOU and returns it to the IACUC Office with a copy of the protocol and the verification of approval signed by the Institutional Official or designee of the institution where the animal work will be performed.

3. The IACUC Office staff forward the IACUC Memorandum of Agreement to the other institution for signature.

4. IACUC Office staff forward the MOU to the UA signatories for approval and routing to the external institution.

5. Once the Memorandum of Agreement is fully executed, the IACUC provides verification of approval to the UA investigator.

The UA IACUC will contact external institution on a semi-annual basis to obtain copies of any amendments or revisions to protocols, semi-annual inspection findings, or welfare complaints related to the protocol. Any reported deficiencies, welfare complaints or other issues with the animals, and actions taken by the external institution to address them, will be reviewed by the UA IACUC.

If USDA-regulated species are to be used, that is any species other than laboratory rats and mice, birds or agricultural animals, the UA IACUC must be notified in writing prior to submission of the protocol to the external IACUC. If the IACUC approves the MOU, the non-UA location must be listed on the USDA annual report, and a USDA inspector is required to inspect this location.
PHS funded research with an external non-PHS-assured institution:

If PHS-funded work must be performed at a non-PHS-assured institution, it may be possible to cover this location under the UA PHS Assurance. In such cases, it is imperative that investigators contact the IACUC Office for guidance before the grant is submitted to a PHS funding agency. The decision to cover a location under the UA PHS Assurance is at the discretion of the Institutional Official and will be considered on a case-by-case basis. For more information, see: http://grants.nih.gov/grants/olaw/sampledoc/interinstitutional_assurance.htm.

Responsibility:

While the UA IACUC are not actively involved in the review of protocols, inspections, etc... at external institutions, the ultimate responsibility for the animal-related work remains with the UA Institutional Official.

Externally funded research performed at UA:

Protocols for all research and teaching involving animal subjects that will be performed at UA must be reviewed and approved by the UA IACUC. The investigator must contact the IACUC Office who will assist with providing any appropriate documentation to the institution funding the animal work.