

UH IACUC Policy 45.1

Policy for Animal Use Activities with Collaborating Institutions and Organizations Guidance and Procedures

Purpose - Policy 45.1 is intended to provide University of Hawaii (UH) Institutional Animal Care and Use Committee (IACUC) and faculty guidance and procedures involving research, testing, or instruction conducted with live vertebrate animals and collaborating research institutions and organizations. For the purpose of clarification, research, testing, or instruction is referenced as animal use activities.

1. Guidance

Conditions to which this Policy is applied:

- 1.1 When animal use activities are being conducted with live vertebrate animals at any UH campus, community college, or at field or client site locations by a UH representative (faculty, staff, or student), a complete IACUC protocol must be submitted, reviewed, and approved by the UH IACUC before initiation of research protocol activities.
- 1.2 When animal use activities that involves live vertebrate animals are being conducted externally by collaboration through a sub-award or sub-contract, and the UH is the awardee institution, the terms and conditions of the grant flow through to the sub-awardee. The UH is responsible for ensuring that the animal use activity is being conducted is compliant with applicable regulations and guidelines pertinent to the type of proposed activity. Such activities are subject to the review and approval by the UH IACUC. The extent of the committee's review is determined by the accreditation and the Assurance status of the collaborating institution or organization.
- 1.3 Requirements for Review of Protocols:
 - 1.3.1. When the subawardee maintains an Assurance with the *Office of Laboratory Animal Welfare (OLAW)* which covers the use of vertebrate animals proposed in the animal use activity, is *Association for Assessment and Accreditation for Laboratory Animal Care International (AAALAC)* accredited, and/or in some cases *American Veterinary Medical Association (AVMA)* accredited, and the activity has been approved by the IACUC at the sub-awardee institution, the UH IACUC may decide to not perform a duplicate review of an animal use protocol, but instead elects to enter into an Administrative Ceding Authorization agreement with the subawardee institution or organization.

- 1.3.2. When the subawardee institution maintains an Assurance with OLAW, but is not AAALAC and/or AVMA accredited, the UH IACUC will determine whether the committee will perform a full protocol review or may defer to the other institution or organization IACUC to oversee the animal care and use on protocol.
- 1.3.3 When the subawardee institution does not maintain an Assurance with OLAW, the UH IACUC will decide whether or not research at such an institution will be permitted, and if allowed, must define the terms and conditions for which the research is performed.

2. Administrative Procedures

Administrative procedures required of this Policy

- 2.1 UH Principal Investigator (PI) on the protocol or project submits a completed UH IACUC protocol along with the following:
 - Provide a copy or documentation of the protocol approved by the collaborating institution with the animal use activity as described in the grants/proposal (if applicable).
 - Provide a copy of the approval letter from the collaborating institution's IACUC with the Animal Welfare Assurance (AWA) status and AAALAC and/or AVMA Accreditation information and dates of approval.
 - Provide a copy of the approval letter that recognizes the UH PI as a collaborating partner and the role of the UH PI in the scope of the animal use activity.
- 2.2 Protocol is reviewed by the UH IACUC Administrator and Director of the Office of Research Compliance (ORC), Office of the Vice President for Research and Innovation.
- 2.3 UH IACUC Administrator contacts the UH PI and collaborating institution to initiate the authorization agreement.
- 2.4 Once the Authorization Ceding Agreement is signed by all parties, the protocol may be administratively approved. The Authorization Ceding Agreement is part of the electronic record of the protocol.
- 2.5 Status of the protocol is reported to the UH IACUC at a convened meeting of the committee.
- 2.6 Reports (if any) from the collaborating institution related to the protocol are shared with the UH IACUC.

- 2.7 Agreements and their status are reported to the Animal Welfare Program Institutional Official as part of the IACUC semi-annual report.
- 2.8 UH PI is solely responsible for providing annual reviews and three-year renewal to the UH IACUC.
- 2.9 Failure to comply with this policy will effectively void and terminate the Authorization Ceding Agreement between UH and collaborating institution or organization.
3. Reference: Federal regulations, Refer to <http://grants.nih.gov/grants/notice-files/NOT-OD-01-017.html> Subject - "Duplicative Review"
4. Refer to **Authorization Ceding Agreement Form**
5. UH IACUC Policy 45.1 approved 19 April 2018