

**Washington State University**  
***Institutional Animal Care and Use Committee***

**Policy #9**

**Off-Site WSU Research and Teaching Activities and Memorandums  
of Understanding**

**Approval Date: 3/15/2022 (Replacing Version 5/29/2019)**

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**A. Purpose**

The intent of this policy is to describe WSU’s IACUC responsibilities and process for review of research and teaching activities involving animals directed by WSU faculty and staff that occur at non-WSU facilities. This includes research or teaching activities conducted at contract laboratories, collaborating universities and other non-WSU facilities or locations within the U.S. and abroad.

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**B. Background**

The WSU IACUC has a responsibility to ensure appropriate IACUC review, approval and oversight for all research and teaching activities involving animals that were directed by WSU faculty or staff regardless of the location of the activity. For collaborations occurring at other facilities, OLAW and USDA have agreed that dual IACUC review is not required and allow the collaborating institutions to determine which IACUC will have review and oversight responsibilities. These agreements need to be in writing and include details such as oversight responsibilities including training, animal ownership, transportation of animal between facilities, and reporting requirements. Please refer to [ORSO](#) for policies and guidelines (including ORSO Guidelines #5 and #9) regarding research collaborations with privately-owned companies. For research involving privately owned animals, please refer to WSU [IACUC Policy #7](#).

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**C. Policy**

1. All WSU research and teaching involving animals must be reviewed and approved by an appropriately constituted IACUC whether the animals are housed in WSU

- facilities or not. The review may be performed by either the WSU IACUC or the collaborating institution's IACUC with the WSU IACUC making the final decision as to which option is most appropriate.
- a. When the animals are owned by WSU, it is strongly encouraged that they be housed in WSU facilities due to oversight responsibilities and regulatory issues.
2. If the activity involving animals is supported in any way by the U.S. Department of Health and Human Service (e.g., NIH, CDC, FDA), then the off-campus institution must have or be willing to apply for and obtain an Animal Welfare Assurance from the Office of Laboratory Animal Welfare (OLAW) prior to any animal use at the site. When all of the animal work is to be performed at a collaborating institution and the institution's IACUC has reviewed and approved the animal work protocol, formal review by the WSU IACUC is not mandated. In these situations, a memorandum of understanding (MOU) can be instituted between WSU and the collaborating institution. The WSU IACUC has a standard MOU template and once notified, they will initiate and follow through on the process of completing and implementing the agreement.
    - a. If research with live animals is being done externally by collaborators through a sub-award or a sub-contract, and WSU is the awardee institution, the terms and conditions of the grant flow through to the sub-awardee. An additional MOU is not required if the sub-award contract covers responsibilities for oversight of the animal-related activities.
  3. **Antibody Production:** If antibodies are produced by a contract company for general sale, then review and approval by the WSU IACUC is not necessary. However, if a contract company produces custom antibodies at the request of the WSU researcher and utilizes antigens provided by the researcher, then either review by the WSU IACUC or a MOU as outlined above is necessary. Companies producing custom antibodies for WSU research supported by the U.S. Department of Health and Human Services must have or obtain an Animal Welfare Assurance.
  4. **AAALAC Considerations** – If WSU-owned animals are housed in non-WSU facilities, then the WSU IACUC must determine if the facilities are part of an AAALAC accredited program.
    - a. If the facilities are AAALAC accredited, then documentation of the accreditation is sufficient.

- b. If the facilities are not accredited by AAALAC, then they must be site-visited by the WSU Attending Veterinarian or a WSU IACUC subcommittee. **It is strongly recommended that researchers relinquish ownership of animals being used off-site.** If researchers maintain ownership and the institution is not AAALAC accredited, the off-site facility needs to be included in the WSU AAALAC program description and may be site-visited every three years by AAALAC. *Note: Additional costs incurred will be the responsibility of the Investigator or their department.*

#### D. Responsibility

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It is the responsibility of the Principal Investigator to present proposed projects to the IACUC in a timely manner and to submit all requested documentation. It is the responsibility of the IACUC to determine if a MOU or a full ASAF is required and to conduct a review if the ASAF is deemed necessary.

*Note: Online listings of domestic institutions having an OLAW Assurance for using animals in research on file with OLAW can be found at <http://www.grants.nih.gov/grants/olaw/olaw.htm>*

**IACUC Collaboration Agreement**

This agreement designates one IACUC to provide oversight of a collaborative research project involving animal care and/or use. Completion of this document provides assurance that the designated IACUC will review and oversee animal activities for the duration of the collaboration and in compliance with applicable rules and regulations, including the *Animal Welfare Act Regulations* and the *PHS Policy on Humane Care and Use of Laboratory Animals*. This document must be signed and kept on file by both parties and provided to federal oversight agencies, upon request.

**I. Institutional Collaborators and Project Information**

<b>Institution A (Institution providing IACUC review and oversight of animal research activities)</b>	
Institution A Name	
PHS Animal Welfare Assurance #	
USDA Registration #	
AAALAC Accreditation Status	
IACUC Office Contact Information (address, phone, fax, email)	

<b>Institution B (Institution relying on IACUC review by Institution A)</b>	
Institution B Name	Washington State University
Collaborating Investigator(s) (name, phone, and email)	
PHS Animal Welfare Assurance #	A3485-01
USDA Registration #	91-R-0002
AAALAC Accreditation Status	Full Accreditation
IACUC Office Contact Information (address, phone, fax, email)	Alan Ekstrand 509-335-7951 alan.ekstrand@wsu.edu

<b>Project Information</b>	
Name of Research Project (grant/contract title)	
Sponsor or Funding Agency, if any	
Grant Award Number, if any	
IACUC Protocol Title	
IACUC Protocol Approval #	

Principal Investigator (name, phone, and email)	
Date of initial IACUC approval and date of expiration	
Duration of Collaboration (mm/yyyy – mm/yyyy)	

Scope of Animal Activities	
Identify the site where this research takes place	
Describe scope of animal activities that will occur at that site by Institution A/B Researchers	
Describe the species and number of animals that will be used and time period spent at that site	

## II. Delegation of Responsibilities

Place an “X” in the appropriate column marking which party is responsible for each item. Attach additional pages with detailed explanations for any item that is not clearly the responsibility of one party.

Responsible Party			Responsibility
Inst. A	Inst. B	N/A	
<b>Administrative</b>			
			IACUC review and oversight
			Other (explain):
<b>Animal Care</b>			
			Animal acquisition (or capture)
			Daily feeding and husbandry
			Daily monitoring for animal health
			Treating sick and injured animals
			Contacting veterinarian for diagnosis and intervention Veterinarian Name: _____ Phone: _____
			Decision to euthanize
			Decision to remove an animal from the study
			Transportation of animals
			Other (explain):
<b>Animal Acquisition</b>			
			Purchase of animals





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Email or mail this agreement and supporting documentation to the IACUC offices at both institutions.