
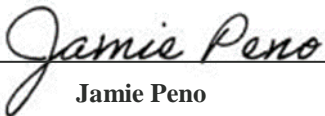


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|  <div> <div>DIVISION OF RESEARCH & INNOVATION</div> <div>Research Integrity & Compliance</div> </div> | | Institutional Animal Care and Use Committee Standard Operating Procedures | |
| Title: Institutional Collaborations and Unaffiliated Researchers | | | |
| Effective Date: | December 22, 2020 | Document Number: | IACUC-SOP-01-12.01 |
| Approval/Date: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  _____ Jamie Peno Director, Research Integrity and Compliance </div> <div style="text-align: center;"> 12/22/2020 _____ Date </div> </div> | | | |
| REVISION HISTORY | | | |
| Date | Section | Author | |
| 11/02/20 | II. ii. | Autumn Pinckard | |
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PURPOSE

In effort to reduce potential ambiguities about responsibility for the conduct of studies and all personnel involving the care and use of research animals at, or in partnership with UNT, these procedures should be followed by all PI's. It should be noted that funding may dictate further responsibilities and delineations. PI's are responsible for completing and submitting required documents whether UNT is the awardee or sub-awardee.

In order to ensure appropriate training and Occupational Health advisements for all researchers working under an UNT approved AUP, all unaffiliated collaborators must be disclosed by the UNT PI and approved by the IACUC.

SCOPE

It is the responsibility of the UNT IACUC to assure that involvement in any animal use activity meets federal regulations, policies, and recommendations.

It is the responsibility of the UNT representative, or Principal Investigator (PI) to inform the IACUC of any outside collaborations and unaffiliated collaborators involved in their research concerning the care and use of animals.

DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton

IACUC- Institutional Animal Care and Use Committee

SOP/SOP's- Standard Operating Procedure(s)

AUP- Animal Use Protocol

PI- Principal Investigator

Unaffiliated Researcher- any person(s) working under an approved AUP at UNT that is not part of UNT faculty, staff, or student body.

MOU- Memorandum of Understanding

PROCEDURES

I. Unaffiliated Personnel

- A.** Should a person or persons unaffiliated with UNT be involved with a UNT approved or proposed Animal Use Protocol (AUP):
 - 1. The PI of each UNT AUP is responsible for the safety and conduct of all those listed on their protocol, including unaffiliated personnel.
 - 2. The unaffiliated personnel should be listed on a UNT AUP submission or added through an amendment to an already approved UNT AUP.
 - 3. The PI should submit as a supporting document, the UNT IACUC Form 11- Unaffiliated Investigator Form.
 - a) This form requires the unaffiliated personnel to assure that they have been made aware of certain procedures and requirements necessary to be involved in the care and use of animals at UNT such as:
 - i. Enrollment in the Occupational Health and Safety Monitoring program for animal workers.
 - ii. Acknowledgement of personal liability should research activities result in injury or illness.
 - iii. How to gain access to important regulatory information and procedures
 - iv. Required trainings such as CITI training, trainings through Risk Management Services, hands-on trainings, etc.
 - 4. The UNT IACUC has the right to deny involvement of unaffiliated personnel and must approve their involvement prior to their inclusion.
 - 5. Unaffiliated personnel with no collaborating institution affiliation may not serve as PI or Co-PI on a UNT protocol.

II. Institutional Collaborations

- A.** Collaborations with other PHS Assured Institutions requires submission and approval of a Memorandum of Understanding (MOU) between both parties, obtained by the UNT PI to include at a minimum:
 - 1. Signatures from both Investigators
 - 2. Detailed descriptions and delineations of responsibilities
 - 3. Dates/timeframes of responsibilities
 - 4. Signature of Director of Research Integrity and Compliance or designee
- B.** The UNT PI must provide this MOU along with any requested supporting documents to the UNT IACUC for review and approval.
 - 1. UNT Owned Animals at External Site
 - a) Animal studies awarded to or funded by UNT where housing and/ or procedures will be conducted through a collaborator in a sub-award or sub-contract must have an MOU in place and be approved by the IACUC as an attachment to a new submission or amendment.
 - 2. Externally Owned Animals at UNT
 - a) Animal studies awarded to an external collaborator where housing and/ or procedures will be conducted at UNT must have and MOU in place and approved by the UNT IACUC.
 - b) The UNT IACUC may request that the UNT representative PI provide a copy of the external protocol and approval.
 - 3. Foreign Institution Involvement

- a) In instances where UNT animal studies will be performed at a foreign institution, UNT requires that the foreign institution maintain (and provide for review in English) a Foreign PHS Assurance and follows similar animal care and use guidelines maintained by UNT.
- b) The PI is responsible for providing a copy of the UNT approved documents to the foreign institution, translated as applicable.

REFERENCES

1. UNT IACUC Policies and Procedures
2. UNT IACUC Form 11-Unaffiliated Investigator (UAI) Form

APPENDICES

IACUC Standard Operating Procedures

UNT IACUC Form 11-Unaffiliated Investigator (UAI) Form