

SOP:	113.5	Animal-Based Research Collaboration
Version Date:	10-2024	
Review By:	10-2027	
Subject:	To describe the process by which the AREB will review and monitor collaborative animal research, teaching or testing projects with other institutions.	
Related Documents	SOPs 107; 108	

According to the CCAC FAQ Animal-Based Projects Involving Two or More Institutions, the following is not considered to be collaboration:

- the sharing of data or tissues between institutions;
- any contracted services such as animal-based training, leasing of animal housing/holding/procedural rooms, use of specialized equipment, the purchase of antibodies from a commercial supplier, etc.;
- researchers acting as co-supervisors for students from another CCAC-certified institution, unless the researcher contributes in some way to the development of the protocol or is involved in animal procedures in which case both animal care committees should review and approve the protocol; and
- researchers who hold an adjunct position at another institution and collaborate with researchers at that institution (in these cases, the protocol should be submitted to the animal care committee of that institution if it administers the research grant or funds).

Research Conducted at Other Institutions

1. MacEwan University researchers (in full time capacity, or on sabbatical leave) who wish to collaborate with investigators from other (host) institutions and directly work with live animals, where the work is taking place at the host institution, are responsible for:
 - a. Submitting a Collaboration Request Form in the online application platform, which includes the following information:
 - i. The name of the host institution;
 - ii. The name(s) of the PIs from the host institution;
 - iii. Description, in basic scientific terms, of the project to be undertaken;
 - iv. The name of the granting agency or funding source of the project, if applicable;

- v. The contact information (email addresses and phone numbers) of the Animal Care Committee (ACC) at the host institution;
 - vi. A copy of the most recent version of the Animal Use Protocol (AUP) application that was submitted to the host institution, which has the researcher included as a member of the study team;
 - vii. All relevant SOPs;
 - viii. The most recent approval letter, showing the protocol is currently active.
 - b. Upon receiving the application, MacEwan University's AREB Chair is responsible for reviewing and confirming the accuracy of the information provided with the host ACC.
2. Following the receipt of the application, the collaboration protocol and additional information will undergo regular AREB review to ensure that it meets the committee's normal standards and does not contravene any institutional policies on animal care and use.
 3. Any questions or comments that arise during the review procedure will be communicated from the MacEwan University AREB Chair to the ACC Chair of the host institution.
 4. Confirmation of approval from the MacEwan University AREB will be sent to the MacEwan University researcher and forwarded to the ACC of the host institution. The notification letter will request that the researcher must submit annual reports, modifications, incident reports and animal welfare concerns related to the AUP to the MacEwan University AREB.

Research Conducted at MacEwan University

1. MacEwan University researchers wishing to collaborate with investigators from other (visitor) institutions, where the work is taking place in MacEwan University facilities, are responsible for:
 - a. Submitting the appropriate form(s) for AREB review (e.g., new application, modification, evidence of training form, merit review)
 - b. Submitting the name and working address of the visiting researcher along with the name(s) and contact information of the visiting researcher's home ACC Chair.
2. Confirmation of approval from the MacEwan University AREB will be sent to the MacEwan University researcher and forwarded to the ACC of the visiting researcher's institution.
3. The MacEwan University AREB will comply with the requests for notification of the visiting researcher's home ACC.
4. The MacEwan University AREB will be responsible for handling all non-compliance issues and will also report to the visiting researcher's ACC.

Field Research Collaboration

1. MacEwan University researchers wishing to collaborate with investigators from other institutions in field sites that are outside of the jurisdiction of either institution, must ensure that a Principal Investigator (PI) is identified for the project.

Other Institution’s Researcher as PI

1. If the identified PI is from another institution, the MacEwan University investigator is responsible for submitting a Collaboration Request Form in the online application platform, indicating that they wish to perform collaborative field research, where a researcher from another institution is the PI.
2. The process will follow the steps outlined in this SOP under ‘Research Conducted at Other Institutions’.

MacEwan University Researcher as PI

1. If the identified PI is from MacEwan University, the process will follow the steps outlined in this SOP under, ‘Research Conducted at MacEwan University’.

References

[CCAC Frequently Asked Questions: Animal Based Projects Involving Two or More Institutions](#), May 2020

[CCAC policy on: animal-based projects involving two or more institutions](#), March 2003

Previous Versions

SOP Number	Date Effective	Summary of Changes
113.0	09-2011	
113.1	05-2012	
113.2	11-2016	Minor textual edits
113.3	10-2019	Updates to application procedure (ROMEO)
113.4	11-2021	Revisions for clarity
113.5	10-2024	Removal of ROMEO