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| **SOP:** | **113.3** | **Animal-Based Research Collaboration** |
| **Version Date:** | 10-2019 | |
| **Review By:** | 10-2022 | |
| **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 | |

**Research Conducted at Other Institutions**

1. MacEwan University researchers wishing to collaborate with investigators from other (host) institutions, where the work is taking place at the host institution, are responsible for:  
   1. Submitting a Collaboration Request Form in ROMEO, which includes the following information:  
      1. The name of the host institution;
      2. The name(s) of the PIs from the host institution;
      3. Description, in basic scientific terms, of the project to be undertaken (maximum 100 words);
      4. The contact information (email addresses and phone numbers) of the Animal Care Committee (ACC) at the host institution;
      5. A copy 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;
      6. All relevant SOPs;
      7. The most recent approval letter, showing the protocol is currently active.
   2. Upon receiving the application, the 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:  
   1. Submitting the appropriate form(s) for AREB review (e.g., new application, modification, evidence of training form, merit review)
   2. 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 researchers ACC.

**Collaborating Field Research**

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:  
   1. Submitting a Collaboration Request Form in ROMEO, indicating that they wish to perform collaborative field research, where a researcher from another institution is the PI. The letter will include the following information:  
      1. The name of the PI’s host institution;
      2. The name(s) of the PIs from the host institution;
      3. Description, in basic scientific terms, of the project to be undertaken (maximum 100 words);
      4. The name of the granting agency or funding source for the project;
      5. The contact information (email addresses and phone numbers) of the ACC at the PI’s host institution;
      6. A copy 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;
      7. All relevant SOPs;
      8. The most recent approval letter, showing the protocol is currently active.
2. Upon receiving the application, the MacEwan University’s AREB Chair is responsible for reviewing and confirming the accuracy of the information provided with the host ACC.
3. Following the receipt of the information, 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.
4. 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.
5. 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 copies of any annual reports, modifications, incident reports and animal welfare concerns related to the AUP be sent to the MacEwan University AREB.

**MacEwan University Researcher as PI**

1. If the identified PI is from MacEwan University, they are responsible for:  
   1. Submitting the appropriate form(s) for AREB review (e.g., new application, modification, evidence of training form);
   2. Submitting the name and working address of the visiting researcher along with the name(s) and contact information of the 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 assume responsibility for PAM, unless otherwise determined.

**Previous Versions**

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| **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) |