ANIMAL EYE CONSULTANTS OF IOWA

Animal Eye Consultants of Iowa	
Instituti	***mittee***
Policy #9	**Off-Site AEC Research and Teaching Activities and Memorandums**
Approval Date: 7/7/2025 (Replacing Version 3/15/2022)	

A. Purpose

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

B. Background

The AEC IACUC has a responsibility to ensure appropriate IACUC review, approval and oversight for all research and teaching activities involving animals that were directed by AEC 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 AEC IACUC Policy #7.

C. Policy

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

facilities or not. The review may be performed by either the AEC IACUC or the collaborating institution?s IACUC with the AEC IACUC making the final decision as to which option is most appropriate.

   a. When the animals are owned by AEC, it is strongly encouraged that they be housed in AEC 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 AEC IACUC is not mandated. In these situations, a memorandum of understanding (MOU) can be instituted between AEC and the collaborating institution. The AEC 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 AEC 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 AEC IACUC is not necessary. However, if a contract company produces custom antibodies at the request of the AEC researcher and utilizes antigens provided by the researcher, then either review by the AEC IACUC or a MOU as outlined above is necessary. Companies producing custom antibodies for AEC research supported by the U.S. Department of Health and Human Services must have or obtain an Animal Welfare Assurance.

4. **AAALAC Considerations** ? If AEC-owned animals are housed in non-AEC facilities, then the AEC 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 AEC Attending Veterinarian or a AEC 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 AEC 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

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

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

Institution B (Institution relying on IACUC review by Institution A)	
Institution B Name	Animal Eye Consultants of Iowa
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)	AEC Office Staff 319-826-6217 IACUC@animal-eye-iowa.com

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

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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**	
			Administrative
			IACUC review and oversight
			Other (explain):
			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):
			Purchase of animals

			Animal ownership during the collaboration
			Animal ownership after the collaboration
			Animal husbandry, including feed, housing, and animal care staff
			Veterinary care and medical supplies
			Other (explain):

III. Documentation

A. As an attachment to this collaboration agreement, Institution A must submit proof of initial IACUC approval and subsequent amendment approvals, as applicable.

B. Within 30 calendar days of any of the following events, Institution A must provide written notification to the IACUC office at Institution B.

1. Notification of unexpected events, incidents, significant deficiencies or animal welfare issues related to the IACUC protocol listed in Part I; or
2. Notification of non-compliance reportable to OLAW/NIH, USDA, or AAALAC; or
3. A termination or change in status of Institution A's PHS Assurance, USDA registration, or AAALAC accreditation; or
4. Renewal or amendment approvals to the IACUC protocol listed in Part I.

IV. Termination

Either institution may terminate this agreement at any time and for any reason by providing the other party with 30 calendar days' written notice. Written notice must be provided to the contact listed in Part I.

V. Certification and Signatures

Institution A agrees to the terms and conditions of this collaboration agreement.

_____ _____
Signature (Institution A) Date

Name: _____
Title: _____
Email: _____ Phone: _____

Institution B agrees to the terms and conditions of this collaboration agreement.

_____ _____
Signature (Institution B) Date

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Name: Mike Kluzik_____

Title: Director- AEC Office_____

Email: mkluzik@animal-eye-iowa.com Phone: 319-826-6217

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