

UNIVERSITY ANIMAL CARE COMMITTEE

Policy on Animal Based Projects Involving Two or More Institutions

The [CCAC policy on: animal-based projects involving two or more institutions \(CCAC, 2003\)](#) and the [CCAC FAQ on animal-based projects involving two or more institutions \(CCAC 2020\)](#) provide the framework for institutions to follow when developing a process for animal-based collaborative work. Institutions are responsible for the ethical acceptability of animal-based research, teaching, and testing undertaken by their faculty, staff, other personnel and students, regardless of where the work is conducted. While most animal use is undertaken by investigators and teachers working within their own “home” institutions and overseen by the local animal care committee (ACC), in certain cases, investigators and instructors undertake animal work in one or several “host” institutions or in the field. The following policy is intended to provide guidance on how collaborative animal-based projects are managed.

All animal work conducted at Queen’s University or by Queen’s University personnel (even at another institution such as during a sabbatical) requires prior approval of the Queen’s University Animal Care Committee (UACC). For Queen’s University personnel, this means that prior approval is required for all animals that are:

- Housed/held in Queen’s University facilities
- Housed/held in external facilities (private or public institutions within or outside of Canada)
- Studied or collected in the wild (within or outside of Canada)

Queen’s Researchers Conducting Work at Other Institutions:

An approved Queen’s University animal use protocol (AUP) must cover all animal-based work by Queen’s University personnel. As the body which reviews and approves AUP’s, the Queen’s UACC is consequently responsible for overseeing this work, even when it involves two or more institutions, and even when the animals are housed, and the work takes place at another institution. Therefore, a researcher from Queen’s University who wishes to carry out animal-based work within another institution’s facilities must first submit an animal use protocol to the Queen’s UACC.

Generally, the institution that is managing the funding for the work is classified as the “home” institution and the institution where the work takes place, the “host”. In some cases, the home ACC reviews the protocol first to ensure it meets the ethical expectations of the institution and to verify scientific or pedagogical merit review and then provides conditional approval contingent on host ACC approval (ensuring the work follows institutional ethical expectations and can occur in practice). However, this process can also occur in reverse in that the host institution may review the application first followed by the home institution. Both parties must conduct a thorough review and communicate the outcome (including any relevant conditions or details accompanying the decision) accordingly prior to any work being initiated. When Queen’s is affiliated to a

collaborative project (e.g.: as the PI providing the funding, associates conducting procedures (at Queen's or elsewhere), or as a host facility), it is important that the Queen's UACC review the animal use protocol at its inception even if collaborative components might be planned for a future year of a multi-year protocol. This supports transparency and open communication between institutions and facilitates interinstitutional alignment. Consideration may need to be given to the entire project rather than just the isolated work conducted at Queen's or by Queen's personnel. A well-defined arrangement for monitoring the proposed project (e.g.: shared post-approval monitoring reports etc.) and the welfare of the animals, should be in place and communicated, before the work takes place.

Where parts of a project take place at different institutions or in the field, each ACC may choose to approve and monitor only those parts that take place at their institution or are undertaken by its associates in the field. When Queen's is the home institution (i.e.: when the funding flows through Queen's and therefore the PI is from Queen's), the UACC may ask for clarification as to where individual aspects of the protocol take place however also reserves the right to review all aspects of the protocol regardless of where they take place.

To facilitate the review process, it is preferable that proposals where Queen's is the home institution be submitted and processed through Topaz Elements. When necessary, external protocol forms will be attached and processed through Topaz Elements for record management purposes.

Associates from Other Institutions doing Work at Queen's:

Researchers from other institutions who use animals in research, teaching or testing at Queen's University (e.g.: researchers from other institutions using the Queen's University Biology Station (QUBS)) must provide the UACC with copies of their home approved protocols for review and approval by the Queen's UACC. These protocols may be submitted on the home institution's forms along with a statement of approval. Where parts of a project take place at different institutions or different field sites, it must be clear which aspects of the protocol pertain to each animal care committee to facilitate review. PIs must clarify the aspects of their home approved protocol that are relevant to Queen's and for renewals and amendments PIs must highlight the pertinent outcomes and changes that are being made to those aspects of their home approved protocol. Individuals conducting work at Queen's must familiarize themselves with relevant UACC policies. In particular, the [UACC Policy on Visitor's Within Animal Facilities](#) and the [UACC Policy on Taking and Sharing Images of Animals in Science](#) must be respected.

In Summary

Any animal work with an affiliation to Queen's University, either being carried out at Queen's or at another institution (or private facility), must have Queen's UACC approval prior to animals being acquired and work commencing. Research funding will not be released until adequate approval is in place, regardless of whether the work will be performed at Queen's University or elsewhere.

Institutions will work together to ensure that appropriate training, monitoring and compliance are in place and communicated accordingly. Visiting researchers should have received relevant training at their home institution, however the Queen's UACC usually still requires that local theoretical and practical training are completed to ensure institutional alignment. Special arrangements may be approved on a case-by-case basis.

If you are unsure as to whether you require Queen's UACC approval, please contact the UACC Coordinator (uacc@queensu.ca).

Revision History:

Date	New Version
01/10/2007	Policy Created and Approved
05/10/2010	Triennial Review
11/19/2014	Triennial Review
10/26/2017	Triennial Review
10/22/2020	Triennial Review; Revised to further define approval and post approval monitoring process when more than 1 institution is involved; reference to CCAC FAQ on Animal Based Projects Involving Two or More Institutions
10/25/2023	Triennial Review; Reference to policy on visitors and images of animals in science for associates from other institution performing work at Queen's; New Format
9/25/24	Revised to clarify that UACC must review all affiliated projects regardless of when collaborative portion is planned; reserves the right to review all aspects of protocol regardless of where they take place; and clarified that visiting researchers usually require Queen's theoretical and practical training.