



Albert Einstein College of Medicine

Documents Needed for Animal Use Protocol in Which All Animal Work is Being Performed Outside Einstein Policy

I. Purpose

The purpose of this policy is to provide guidelines for documentation required for research conducted outside Einstein.

II. Scope

This policy applies to all research experiments and programs at Einstein.

III. Policy

A. Institutional Animal Care and Use Committee (IACUC) Requirements

Einstein has regulatory responsibility for all animal studies conducted by or for Einstein faculty that are part of any grant administered by Einstein, irrespective of animal use location. An Animal Use Protocol must be submitted to the IACUC for all studies that involve animal work regardless of location. If the study involves animal work being conducted outside of Einstein, the protocol should include descriptions of the animal work conducted off-site and the following documents must be provided along with the application.

- Cover letter from the Principal Investigator (PI) stating clearly what animal work components will be performed outside of Einstein.
- A Memorandum of Understanding (MOU) must be signed between Albert Einstein College of Medicine and the collaborating institution to delineate responsibilities regarding animal ownership and care (template posted on the IACUC website).
- Institutional Animal Care and Use Committee approval letter(s) for the proposed study.
- Institutional Biosafety Approval from the collaborating/contract institution(s), if biohazard materials are being used under the said protocol.
- Copy of the Approved Animal Use Protocol from the collaborating Institution.

B. IACUC Approval

The protocol can only be approved when all the documents are on file.

NOTE: Inquiries about the status of a submitted protocol may be addressed to the IACUC office by email (iacuc@einsteinmed.edu), interoffice mail (Van Etten 468) or by telephone (718-839-7142).

IV. Definitions

None.

V. Effective Date

Effective as of: 20 February 2018.

VI. Policy Management and Responsibilities

Einstein’s Institutional Animal Care and Use Committee (IACUC) is the Responsible Office under this Policy. The Institutional Official for the IACUC is the Responsible Executive for this policy. The IACUC Chairperson is the Responsible Officer for the management of this policy.

VII. Approved (or Revised)



Institutional Official



Date

Revision dates: 8/22/07, 6/15/2011, 4/29/2015, 2/20/2018