



Albert Einstein College of Medicine

Policy Regarding Documentation Required to Obtain Approval Letter for Experimentation Performed Outside of Einstein

I. Purpose

The purpose of this policy is to ensure, as much as possible, the comfort and safekeeping of animals used in research at Albert Einstein College of Medicine (Einstein).

II. Scope

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

III. Policy

The following are the requirements that Einstein faculty members must fulfill in order to obtain Institutional Animal Care and Use Committee (IACUC) approval for animal experimentation that will be performed at other institutions.

- 1) They must submit the following documentation from their collaborators (i.e., the principal investigator at the collaborating institution):
 - a) A letter from the collaborating institution's IACUC attesting the approval of the Animal Use Protocol of the collaborating faculty member; and
 - b) A copy of the approved Animal Use Protocol for this work at the collaborating institution. This approval letter must be current and needs to have at least one year of approval remaining in the usual three-year approval cycle.
- 2) The appropriate representative from the collaborating Institution must sign a Memorandum of Understanding (MOU) with Einstein that addresses their responsibility for the animal care and use, animal ownership, and IACUC review and oversight. The appropriate representative is the Institutional Official (IO) as designated their IACUC. The MOU can be obtained from the IACUC website.

IV. Definitions

None.

V. Effective Date

Effective as of: 23 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