

MCGILL UNIVERSITY
ANIMAL POLICY & WELFARE OVERSIGHT COMMITTEE'S

Policy on Inter-Institution Collaborations

1. Purpose

- 1.1. The Facility Animal Care Committee (FACC) is responsible for overseeing the work carried out by all faculty researchers, instructors, staff and students who work with animals in research, teaching and testing, even if this work occurs at another institution or is conducted at McGill* by approved non-McGill collaborators.
- 1.2. This Policy describes the oversight of the FACC over animal-based projects involving multiple researchers from two or more institutions.
- 1.3. This Policy aims to ensure that Canadian Council on Animal Care (CCAC) and institutional ethical standards are applied consistently.
- 1.4. This Policy aims to minimize risks to people and animals.

** The term "McGill" includes both campuses of McGill University as well as the Affiliated Hospitals' Research Institutes.*

2. Scope

- 2.1. The Policy applies to all faculty researchers, instructors, staff and students performing animal-based research, teaching and testing at other institutions.
- 2.2. The Policy applies to all faculty researchers, instructors, staff and students undertaking animal-based research, teaching and testing projects hosted at McGill with collaborators from other institutions.
- 2.3. External student internships that are not part of McGill research are excluded from this Policy.
- 2.4. The Policy applies to procedures performed at other institutions for which McGill faculty researchers, instructors, staff and students are responsible. Procedures can be performed by McGill staff and students, or by the members of the collaborating institution. However, if the procedure is one that another researcher performs regardless of collaboration and our research/instructor/staff/student benefits from it only by receiving 'by products' of the procedure such as tissues or data for example, the protocol review by McGill does not apply.

3. Responsibility

- 3.1. The FACC ensures that CCAC as well as institutional policies and guidelines are followed by reviewing the animal protocol and obtaining additional information if needed before an Animal Care Committee grants approval to the project.
- 3.2. The Principal Investigator/Instructor (PI) is responsible for developing a project-appropriate animal protocol at McGill or at collaborating institutions as described in this policy. All faculty researchers, instructors, staff and students are required to ensure that any animal-based research, teaching and testing projects that they undertake at another institution, receive the other institution's Animal Care Committee's approval as described in this policy.
- 3.3. The veterinarians and animal facility staff are responsible for ensuring the health and welfare of the animals inside their home facilities.

3.4. The Animal Compliance Office, with consultation and assistance from the veterinarians and animal facility staff, will perform Quality Assistance Program monitoring and report findings to the FACC(s) as appropriate. The other institution's post-approval monitoring program will be recognized if it is certified by the CCAC or equivalent.

4. Policy

4.1. All research, teaching and testing projects involving animals performed at McGill or carried out by McGill personnel (even at another institution such as during a sabbatical) requires prior approval from the FACC. For McGill personnel, this means that prior approval is required for all animals that are:

- Housed in McGill animal facilities;
- Collected and/or handled in the wild;
- Held in any facilities other than those of McGill.

4.2. **Visiting researchers, instructors or staff carrying out animal-based work at McGill** *such as a commercial company wanting to use McGill animal facility rooms to conduct research, or an invited teaching guest planning to use live animals as part of the curriculum.*

4.2.1. Visiting researchers, instructors or staff conducting research, teaching or testing at McGill must collaborate with a faculty member at McGill. This latter person becomes the Principal Investigator and is responsible for submitting a McGill animal protocol to the McGill FACC. If the FACC has a standard "Service protocol", the new project does not require collaboration with a faculty member at McGill and may be amended to the service protocol and processed, as are all other amendments by the FACC.

4.2.2. The visiting researchers, instructors or staff must also inform their home institution of the work being conducted at McGill. They may be required to submit an animal protocol to their institution's ACC (or equivalent). Preference is to have only one protocol, reviewed by both ACCs. Approval in principle from the visitor's home institution is required. The McGill FACC will review the animal protocol focusing primarily on whether the animals can be housed, cared for and used appropriately according to CCAC and institutional guidelines and policies. McGill FACC approval must be obtained before the project can begin and before animals are acquired. McGill's FACC also takes responsibility for oversight of the protocol and of the welfare of the animals to be used. McGill's FACC will inform the Principal Investigator and the other institution's ACC of its decision and of any relevant conditions or details accompanying the decision.

4.2.3. If the visitor's institution does not perform animal-based research, teaching or testing and therefore does not have an ACC or equivalent, then the McGill FACC has sole responsibility to review the animal protocol which the visitor will need to complete with a McGill faculty member as co-PI.

4.3. **McGill personnel carrying out animal-based work at another institution** *such as McGill personnel performing animal-based work while on sabbatical at another institution, or guest-teaching when live animals will be involved.*

4.3.1. McGill personnel must submit an animal protocol to the McGill FACC, prior to conducting animal-based work at another institution. In some circumstances, the protocol can be the approved animal protocol of the other institution. It is preferable to have only one protocol. The McGill FACC will review the project to ensure that it meets the committee's standards and does not contravene any institutional policies, guidelines or SOPs. The McGill FACC can approve the animal protocol in principle. If

no approved protocol from the other institution is available, a McGill animal protocol must be submitted and approved, conditional to receiving the collaborating institution's approval. The results of the review will be relayed to the PI and the other institution's ACC.

4.3.2. If the collaborating institution has no ACC or equivalent body, then McGill personnel must submit a McGill animal protocol to their FACC. The FACC has sole responsibility to review the animal protocol and should conduct Quality Assistance Monitoring at the collaborating institution as best they can.

4.4. Large-scale Animal-based projects undertaken in two or more institutions *such as a McGill researcher performing a portion of a multi-institution project here while another researcher from a collaborating institution performs the remainder of the animal work at his/her institution.*

4.4.1. Collaborative projects may choose to divide the animal-based work between multiple institutions. For these projects, the McGill FACC must review the McGill animal protocol specific for the animal work to be undertaken at McGill. The McGill Animal Protocol must provide a description of the project as a whole but clearly specify what procedures will be performed at McGill.

4.4.2. The McGill FACC should be able to evaluate the proposed work in the context of the overall project but is not responsible for reviewing animal work that will be performed at other institutions. Any interactions between the institutions relative to animal-based work (i.e. transfer of animals) must be communicated to the appropriate offices of the institutions by the ACC or individual investigators affiliated with each institution. In the case of McGill, where McGill personnel are collaborating on a project with multiple partners, it is their responsibility to communicate any changes, decisions or conditions relating to animal-based work within the project to the McGill FACC.

4.4.3. The FACC of the home institution of the Principal Investigator should normally take the lead in providing an ethical review of the most comprehensive protocol and should coordinate and address questions and comments from other ACCs involved.

4.5. Field studies

4.5.1. Field studies involving more than one institution or agency should follow the same process and require the same FACC approval as outlined in this policy.

4.5.2. When more than one ACC is involved in the review of an animal protocol (i.e. when research is conducted outside the jurisdiction of the PI's home institution), the host institution (where the animal are located) performs Quality Assistance monitoring (also called Post-Approval Monitoring) and report findings to the home ACC in addition to the host ACC.