

Brandon University Animal Care Policy for Animal-Based Projects Involving Two or More Institutions

The Brandon University Animal Care Committee (BUACC) requires that all research and teaching protocols involving animals for experimental purposes be approved in advance of the project commencing, as per the Canadian Council on Animal Care (CCAC) *Terms of Reference for Animal Care Committees*. While most projects are conducted on the Brandon University campus, some researchers and/or instructors may undertake animal use in one or several “host” institutions. The following policy is intended to provide guidance for collaborative animal-based projects.

Protocols Involving Animals Conducted at an Institution(s) other than Brandon University:

Brandon University is responsible for the work done by all its employees who use animals for research, teaching, or testing. Brandon University faculty, staff, personnel, or students conducting animal-based work at an institution other than Brandon University (including non CCAC-certified institutions), must first submit a complete protocol to BUACC. This includes projects conducted during a sabbatical leave. It is the responsibility of BUACC to ensure that the project adheres to Brandon University’s policies and procedures on animal care. BUACC may approve the protocol in principle, conditional to the approval of the protocol by the institution(s) where the research will be conducted. The host institution(s) must inform BUACC of its decision and any relevant condition(s) or details accompanying the decision.

Typically, the animal care committee of the host institution(s), where the work is being carried out, will be responsible for post-approval monitoring activities. Prior to the start of the project, which institution is responsible for post-approval monitoring should be clearly communicated between the institutions. All post-approval monitoring documents must be shared with BUACC.

The host institution(s) will report animal numbers to CCAC unless the host institution(s) is a non CCAC-certified institution, in which case BUACC will report animal numbers. If the project involves field work the institutions need to determine prior to the commencement of the project which institution(s) will report animal numbers. Both institutions are responsible for ensuring that the location(s) where the animals are being housed and/or the animal work is taking place meet CCAC guidelines. This can be achieved by the host institution(s) providing information to BUACC or via a site visit by BUACC.

Any instances of non-compliance by Brandon University faculty, staff, personnel, or students must be reported to BUACC.

Protocols Involving Animals Conducted at Brandon University by non-Brandon University Employees:

Brandon University is responsible for the care of animals housed on campus used for research, teaching, or testing purposes. The Principal Investigator(s) who is an employee of an institution other than Brandon University, must first get approval, conditional or otherwise, from his/her home institution. The Principal Investigator must then submit a complete Brandon University protocol, with the approval letter from his/her home institution, to BUACC for approval. BUACC will consider if the animals can be housed, cared for and used appropriately according to

CCAC guidelines and policies, and Brandon University policies and SOPs. The Principal Investigator must get approval from BUACC prior to the project commencing or acquiring animals.

In an effort facilitate the process and minimize delays, the Chair of BUACC and the Chair of the Principal Investigator's institution's animal care committee will communicate directly to discuss any questions that either committee may have.

BUACC encourages researchers to contact the host institution prior to application to BUACC to inquire about institutional specific application policies and procedures.

This policy was drafted in accordance with CCAC's *Animal-Based Projects Involving Two or More Institutions Policy*.

*Approved by Senate: December 14, 2010
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