

 <p>Category: Administration</p> <p>Policy applicable for: Faculty/Staff</p>	<p><i>Policy Title:</i> Research Animal Acquisition</p> <p>Effective Date: 08/20/2009</p> <p>Enabling Acts: Federal Regulations OMB Circular A-21</p>	<p><i>Policy Number:</i> 1.9.1</p> <p>Policy Owner: VP for Research</p> <p>Responsible Office(s): Laboratory Animal Medical Services Sponsored Research Services</p>
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Background

Government agencies, private foundations, industry and other sponsors provide significant funding that enables the University of Cincinnati to conduct research. A frequent use of such funds is to support the cost of animal research. Accountability for this research is mandated by several agencies including the United States Department of Agriculture (USDA), Office of Laboratory Animal Welfare (OLAW), and Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC). This policy addresses the responsibilities for individuals and departments involved in procuring research animals on sponsored projects.

Definitions

1. PI – Principal Investigator: ultimately responsible for protocol and sponsored project
2. Department – Department placing animal order on behalf of the PI
3. Institutional Animal Care and Use Committee (IACUC) – Federally mandated committee charged with overseeing all vertebrate animal research
4. IACUC Office – Office that provides administrative support for IACUC.
5. Laboratory Animal Medical Services (LAMS) – Office that processes animal orders and houses and cares for animals
6. Protocol – Document prepared by PI to describe animal use
7. Animal Order – Document prepared by PI to order or transfer animals through LAMS (protocol transfer or animal requisition)
8. Sponsored Research Services (SRS) – Office that reviews sponsored proposals and verifies protocols listed in them
9. Sponsored Program Accounting (SPA) – Office that reviews expenses and cost transfers on awarded sponsored projects
10. Government Cost Compliance – Office that reviews and oversees LAMS as a service center
11. Database (Sirius or subsequent system) – University database for animal protocols

Policy and Procedure

Animal protocols are developed by the PI and reviewed and approved by IACUC. The protocol describes the species, the number of animals, the science, and the procedures.

Once the protocol is approved and entered into the database, the PI may order/transfer and house animals through LAMS. LAMS cannot alter a protocol; therefore, if the PI needs to revise any part of the approved protocol, it must be done through IACUC. PI must notify the Business Office if said revision leads to an issuance of a new protocol number.

During the course of the research, LAMS processes animal requests and enters the number of animals ordered. The species and number allowed is unique to each approved protocol.

Training

All researchers will complete a brief on-line training describing animal purchasing prior to obtaining IACUC approval and then at least every three years thereafter. Business administrators must also complete the on-line training to obtain permission/access to the LAMS ordering system.

Roles and Responsibilities

Role	Responsibilities
Principal Investigator(s)	<ul style="list-style-type: none"> • Verify that animal orders are on the correct protocol and sponsored program. • Include new protocols on progress reports. • Ensure that animal research benefits the sponsored program where the costs are incurred. • Work through departmental business office to make account changes for animal orders. • Provide correct protocol number on cost transfers. • Verify and sign own animal orders.
Unit Business Administrator	<ul style="list-style-type: none"> • Verify that protocol is listed on sponsored program where animal purchases are to be charged. • Sign animal orders.
Sponsored Research Services	<ul style="list-style-type: none"> • Verify that the protocol number shown on the cost transfer matches the protocol number on the grant receiving the costs.
IACUC/IACUC Office	<ul style="list-style-type: none"> • Review science and animals in protocol listed on the sponsored program to be awarded against science and animals in sponsored program.

LAMS	<ul style="list-style-type: none"> • Verify that the animals being ordered are on the protocol being used on the animal order.
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Failure to verify that animal orders are on the correct protocol and sponsored program could cause the charges to be removed from a sponsored program and onto a non-sponsored account.

Organizational units may institute policies more, but not less, restrictive than this policy 1.9.1) if desired.

Related links:

- [Cost Transfers on Sponsored Projects Policy \(2.1.23\)](#)
- [Government Cost Compliance](#)
- [Laboratory Animal Medical Services](#)
- [Sponsored Research Services](#)

Phone Contacts:

IACUC	558-5187
LAMS	558-5171
Government Cost Compliance	556-0184 or 556-2628
Sponsored Research Services	556-8417