

# Review Procedures for Animal-Based Projects Involving Two or More Institutions

## 1.0 Purpose

The YukonU ACC is responsible for overseeing the work carried out by all members of the institution involving the use of animals for research and teaching. This includes activities that are conducted at YukonU, conducted by YukonU personnel or funded by YukonU and requires prior approval of the YukonU Animal Care Committee (YukonU ACC). This procedure describes the ACC oversight required when animal-based projects involve two or more institutions.

## 2.0 Scope

All YukonU faculty, staff and students carrying out animal-based research or teaching at other institutions

YukonU faculty, staff and students undertaking animal-based research or teaching hosted at YukonU with collaborators from other institutions.

## 3.0 Definitions and Abbreviations

ACC - Animal Care Committee

CCAC – Canadian Council on Animal Care

Home institution – the institution with which an individual is employed or affiliated

Host institution -an institution that an individual is temporarily affiliated for the purpose of a collaboration.

PI – Principal Investigator

YukonU – Yukon University

The following procedures are intended to provide guidance for collaborative animal-based projects.

## 4.0 ACC Review Process

A protocol for the use of animals in research and teaching, which has already received approval by another CCAC accredited institution, and where the animals are being housed

---

and the experiments are conducted at another institution or field site, will be reviewed under the process for two or more institutions as follows:

If the Principal Investigator (PI) is based at another institution and carrying out animal-based work at/with YukonU or funded through YukonU then the following process is followed.

1. The PI requires approval from their own institution first (home institution).
2. The PI then submits the YukonU Animal Use Protocol Application with a copy of the completed approved animal use protocol from their home institution and a cover letter to the YukonU Animal Care Committee Coordinator.
3. This is then reviewed by the YukonU ACC.
4. If they consider that this protocol meets all the requirements for animal care then they have the authority to provide approval of the protocol as the secondary institution.

Yukon University is responsible for the work done by all its employees and students who involve animals in research or teaching.

If the PI/student researcher is based at YukonU but will be using animals for research or teaching at another CCAC accredited institution the process is as follows:

1. First submit a complete protocol to YukonU ACC. YukonU ACC must ensure that the project adheres to University policies and procedures on animal care. YukonU ACC must approve the protocol in principle, conditional to the approval of the protocol by the other institution(s) where the research will be conducted.
2. Submit to the other institution(s) - their AUP application form and provide a copy of the YukonU application and conditional approval.
3. The other institution(s) or PI must inform YukonU ACC of the decision and any relevant conditions or details accompanying the decision.
4. Once approval from the other institution is provided, the YukonU ACC can provide full approval.
5. The YukonU ACC forms and approval will be provided to the other institution.

Field Studies involving multiple institutions.

1. The ACC of the PI will serve as the lead (Home Institution) in providing ethical review of the protocol.
2. Co-operating investigators on the project shall contact their institutional ACC to determine the process for their institution. The Home Institution will provide copies of their approval and the AUP that has been reviewed and any other supporting materials.
3. Any questions or concerns on the review should be directed to the Home Institution ACC. Home Institutions and other institutions involved should be aware of all projects being conducted by their investigators and should ensure

- that the procedures to be used are ethically acceptable and comply with all legislative and other acceptable standards.
4. A well-defined arrangement between the ACC's of the institutions involved, should be in place for monitoring the proposed project and the welfare of the animals. This should be agreed upon before the project begins. The ACCs must be aware of the protocols and progress of projects which are being carried out locally.
  5. The Institution in or nearest the location of the research would be considered the local contact and should serve as the point of contact for the public and should be able to answer questions concerning wildlife studies in their area.

In all situations there will be clear and direct communication between the ACC's through the Animal Care Coordinators to facilitate the process and ensure that CCAC guidelines and policies are adhered to and that animal care is appropriately overseen appropriately throughout all phases of a collaborative project.

The YukonU ACC shall be responsible for oversight of all animal-based projects undertaken by YukonU members or connected with YukonU, to ensure that all procedures are ethically acceptable and comply with all CCAC and legislative standards. Arrangements for monitoring the welfare of animals will be established between the Animal Care Committees of all institutions involved in the project before the project begins. A well-defined arrangement between the ACC's will be established for monitoring the project and for sharing all post-approval monitoring reports.

## **5.0 References**

CCAC Policy on Animal Based Projects Involving Two or More Institutions (2003)  
Canadian Council on Animal Care.  
[https://ccac.ca/Documents/Standards/Policies/Projects\\_involving\\_two\\_or\\_more\\_institutions.pdf](https://ccac.ca/Documents/Standards/Policies/Projects_involving_two_or_more_institutions.pdf)

CCAC Frequently Asked Questions on Animal Based Projects Involving Two or More Institutions (May 2020). Canadian Council on Animal Care.  
<https://ccac.ca/Documents/Standards/Policies/CCAC-FAQs-on-Animal-Based-Projects-Involving-Two-or-More-Institutions.pdf>

CCAC Guidelines on the Care and Use of Wildlife (2003). Canadian Council on Animal Care.  
<https://ccac.ca/Documents/Standards/Guidelines/Wildlife.pdf>