**Procedures for Inter-Institutional Agreements (IIA) for Research Involving Animals**

**Saint Louis University**

**Institutional Animal Care and Use Committee**

The following agreement process and associated form are intended to meet the requirements of the NIH Grants Policy Statement. NIH Grants Policy [section 15.2.1](http://grants.nih.gov/grants/policy/nihgps_2012/nihgps_ch15.htm) requires the grantee to enter into a formal written agreement with each consortium participant that addresses the negotiated arrangements for meeting the scientific, administrative, financial, and reporting requirements of the grant, including those necessary to ensure compliance with all applicable Federal regulations and policies. Specifically, [section 4.1.1.3](http://grants.nih.gov/grants/policy/nihgps_2011/nihgps_ch4.htm#animal_welfare_requirements) requires the primary grantee to be responsible for including the animal welfare requirements in its agreements with collaborating organizations, and for ensuring that all sites engaged in research involving the use of live vertebrate animals have an approved Animal Welfare Assurance and that the activity has valid IACUC approval.

Saint Louis University (SLU) encourages collaborations with external institutions. In cases where SLU is funding programs involving animal use (either directly or through a subcontract agreement), or where SLU representatives are directly participating in the work involving animals, certain terms and conditions must apply. These guidelines and procedures are designed to eliminate uncertainty with respect to the care and use of the research animals in collaborative arrangements between SLU and external entities, beyond the information provided in any associated subcontract or material transfer agreement. The process is intended to allow for Saint Louis University to rely on the IACUC of the collaborating institution for the review and continuing oversight of the use of animals for the project at the collaborating institution.

***No work may commence and no funds will be released until the Inter-Institutional Agreement form (IIA) is fully executed.***

PROCEDURES

1. Prior to or concurrent with negotiation of subcontract or other research agreement, SLU PI completes applicable sections and submits the “Institutional Animal Care and Use Committee Inter-Institutional Agreement Form (IIA)” as a Word document to the Office of Research Development and Service (ORDS) at [Grants@SLU.edu](mailto:Grants@SLU.edu) identifying the collaborating institution and collaborating PI.
2. ORDS forwards IIA Form as Word document to collaborating institution PI for completion and signatures.
3. Collaborating PI completes IIA form and signs.
4. Collaborating IACUC Chair signs form and returns PDF of signed form to ORDS at [Grants@SLU.edu](mailto:Grants@SLU.edu).
5. ORDS sends the PDF signed IIA form to the SLU PI and then SLU’s IACUC Chair for final signatures.
6. SLU PI signs completed IIA form and returns to ORDS.
7. SLU’s IACUC Chair signs completed IIA form and returns to ORDS.
8. ORDS uploads PDF of fully executed IIA form to eRS.
9. ORDS sends a copy of the signed IIA form to SLU PI, OSPA and the Collaborating Institution.
10. When IIA is completed and subcontract or other research agreements are finalized the project can begin and funds are released by OSPA.
11. In case of any updates, changes or compliance violations as specified in the signed IIA form, collaborating institution will notify OSPA at [Grants@SLU.edu](mailto:Grants@SLU.edu) within 24 hours of occurrence.

