

**Memorandum of Understanding**  
**between**  
**Durham Veterans Affairs Medical Center**  
**and**  
**Duke University & Duke University Medical Center**

## **Animal Program Communications Between the Institutions**

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This Memorandum of Understanding (MOU) is entered by the Durham, North Carolina Veterans Affairs Medical Center (DVAMC) and Duke University & Duke University Medical Center (DUKE) as a pact of mutual cooperation and support of the other institution's animal care & use program.

Nothing in this agreement affects either party's authority to administer its program of animal care and use, nor does this agreement make any commitment on behalf of either institution to ensure compliance with applicable federal, state and local laws regarding animal research regarding the other institution. Neither institution assumes responsibility for animal care or use approved by the other institution's IACUC.

### **PROTOCOL REVIEW AND SUBMISSION PROCEDURES**

- **OVERSIGHT OBLIGATION:** DUKE and the DVAMC commonly employ faculty and staff that are also employed by the other institution. The obligation of oversight of faculty or staff performing animal related activities falls to the IACUC that has an approved animal care or use protocol or animal care or use SOP.
- **WHEN DUKE IS THE PRIMARY GRANT RECIPIENT** (e.g., Federally funded research), an approved animal use protocol is required at DUKE before any animal support funds may be spent at either institution. The DVAMC will perform a DVAMC IACUC review prior to authorizing the work at the DVAMC campus. Each institution will oversee the animal related activity in accordance with their approved protocol and SOPs. Changes required by the DVAMC IACUC will require submission of an amendment by the Principle Investigator to the DUKE IACUC. It is the responsibility of the Principle Investigator to communicate any amendment requirements to either / both IACUCs. It is the responsibility of the PI to assure both institutions' approved protocols are concordant. Either institution may at any time perform a concordance review between both institution's protocols.
- **WHEN THE DVAMC IS THE PRIMARY GRANT RECIPIENT** (e.g., VA funded research), an approved animal use protocol is required at DVAMC before any

animal support funds may be spent at either institution. The DUKE IACUC will perform a subsequent review prior to authorizing the work at the DUKE campus. Each institution will oversee the animal related activity in accordance with their approved protocol and SOPs. Changes required by the DUKE IACUC will require submission of an amendment by the Principle Investigator to the DVAMC IACUC. It is the responsibility of the Principle Investigator to communicate any amendment requirements to either / both IACUCs. It is the responsibility of the PI to assure both institutions' approved protocols are concordant. Either institution may at any time perform a concordance review between both institution's protocols.

## **INSTITUTIONAL COMMUNICATION / COLLABORATION PROCEDURES**

- **SHARING DATABASE INFORMATION:** Each institution will maintain data field(s) identifying work performed at the other institution. At intervals determined by the animal programs of each institution, but at least annually, the two programs will share their protocol registry information with the sister institution. The goal of this sharing is maintenance of consistency between the protocol lists at each institution.
- **SHARING OF PROGRAMMATIC INFORMATION:** Either institution's animal program representative(s) may review the other institution's semiannual program and facility report for work approved and performed at the other institution. Members of the either institution's animal care & use program may review the IACUC minutes of related issues for work performed at the other institution.
- **SHARING OF PROTOCOLS AND PROTOCOL RELATED DOCUMENTS:** Either institution may make and / or maintain copies of PI protocol documents relating to the approved activity at their institution, as is necessary for their oversight of the approved activity at the other institution.
  - In the case where copies of the PI's protocol documents are provided by the source institution, the source institution must advise the PI of the intent to provide a copy of the requested PI protocol document(s) prior to release of the PI's protocol related documents to the receiving institution.
  - In the case where copies of the PI's protocol documents are provided by the PI, no additional approvals or agreements are required (the PI has the authority to share their own protocol documents with either institution).
- **SHARING INFORMATION OF LAPSES, TERMINATIONS, OR SUSPENSIONS OF APPROVED PROTOCOLS:** Where there are affiliate institution protocols for the same activities, the institution identifying the lapse, or performing the termination or suspension will report the adverse action to the other institution's animal program office as soon as practical, generally within 5 business days of determining the lapse, termination, or suspension.

- **SHARING ADVERSE EVENT REPORTS:** Where there are affiliate institution protocols for the same activities, the institution identifying the adverse event, will report the adverse event to the other institution's animal program office as soon as practical, generally within 5 business days of becoming aware of the event.
- **COMBINED SUB-COMMITTEES:** When the IACUC Chairman of both institutions agree that a combined sub-committee is in the best interest of both programs, they may appoint representative members to such a group for the efficient and mutually beneficial review of the issue at hand. However, the resultant sub-committee report shall be reviewed independently by the IACUCs of the two institutions. Decisions resultant of the review of the information are the responsibility of each institutions' IACUC.
- **ANIMAL MOVEMENT BETWEEN CAMPUSES:** When animals are transferred between campuses, the Attending Veterinarians of both campuses must approve the animal movement. A record management system that documents these agreements of transfer will be established by the Attending Veterinarians at each institution, and will be available for review by either institution's animal program representatives when requested.

### **ADDITIONAL TERMS AND CONDITIONS**

- This MOU sets forth general agreements concerning mutual support and institutional partnering between the animal care and use programs at DUKE and the VAMC.
- No other terms, conditions, or agreements, whether oral or written, shall apply between such parties, unless such terms, conditions or agreements are set forth in a writing that is executed subsequent to the execution of this MOU.
- Either party shall have the right to terminate this MOU by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination.
- Methods of information sharing (e.g., generally telephone, email, or facsimile), and details of operational performance of this MOU shall be determined by the respective party's animal program management offices (Duke: IACUC/OAWA; DVAMC: RO).
- The routine point of contact for each institution is:


VAMC: VA Medical Center  
Research & Development Service (151)  
Attn: ACOS, Research & Development Service  
508 Fulton Street  
Durham, NC 27702  
Facsimile: 919-286-6824


DUKE: Office of Animal Welfare Assurance  
Attn: Director  
2424 Erwin Road; Suite 1104  
Durham, NC 27705  
Facsimile: 919-668-6725

- This MOU has an initial term of 1 year, and will automatically renew, unless either party provides written notice of intent to forego renewal.


Effective Date: Date of the last signature below.

**Duke University & Duke University Medical School (DUKE)**

  
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Nancy C. Andrews, M.D., Ph.D.  
Dean, School of Medicine  
Vice Chancellor for Academic Affairs  
Institutional Official

  
\_\_\_\_\_  
Date

**Durham Veterans Affairs Medical Center (DVAMC)**

  
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Ralph T. Gigliotti, FACHE  
Medical Center Director

  
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Date