

Submitting documentation of work at another PHS assured institution

When collaborating on a project where animal research will be performed at another institution, we ask that you provide documentation of the collaborating institution's approval of the research protocol. **Note:** collaborating institutions must have a PHS assurance and an IACUC or be willing to be covered under an Interinstitutional Agreement with UMD.

To submit a new protocol for acknowledgement of another institution's IACUC approval of protocol (on which a UMD researcher working):

1. Login to IRBnet.org
2. Click "Create New Project" from the lefthand menubar
3. Click "Add New Document" (blue box)
4. On the next page, use the Document Type pulldown menu to select "Other"
5. Click on "Choose file" and upload the full IACUC protocol from the other institution
6. Click on Attach
7. Upload the IACUC approval letter, using the same "Other" "Choose file" "Attach" process.
8. Upload the grant or the pertinent portions of the grant in the same way.

9. Next, select Sign this Package from the lefthand menubar, and sign.
10. Last, select Submit this Package from the lefthand menubar and submit.

11. A new XR protocol number will be assigned, and the expiration date will be the same as the expiration date on the IACUC approval from the other institution.

You do not need to submit an Animal Study Protocol form for this process.