

## MOUs (Memorandum of Understanding)

- MOU is designed to describe what each institution will cover and be responsible for to ensure all work is regulatorily covered. It includes an assertion that the other institution will have IACUC approval, will report to OLAW and UA as necessary. It is a best practice, though not required, to have a copy of the other institution's protocol and approval letter listing the grant.
- UA is sending UA grant funds to another institution for animal work. Other institution is the subawardee.
- Outgoing grant may or may not be listed on UA PI's protocol, but collaboration should be listed.
- Grant must list other institution as a subawardee, and will likely list the other institution as a performance site.
- MOU is signed by subawardee's signing official and UA IO.
- Request usually comes from SPS (Sponsored Projects) or UA PI.
- Details of the work the other institution is doing does not need to be listed on UA PI's protocol. UA PI might not even have a protocol.
- An incoming MOU request may come in from another institution that is the prime awardee and UA is subawardee – this will be processed as a grant for UA PI's protocol and signed by IO. UA and UA PI must be listed as a subawardee, and addition of grant will be handled like any other grant.
- Incoming MOUs are the responsibility of the other institution – we will not check if we have signed an MOU from the other institution, and will treat the grant as if it was our own for reporting purposes.

## IAs (Institutional Assurance)

- Required because other entity does not have its own Assurance or IACUC but is receiving NIH funding for animal work. This may include UA TechLaunch entities.
- Agreement allowing the other institution/entity to use UA's Assurance.
- Work will be done by a UA PI with the UA as the performance site (rather than the UA being a subawardee).
- Work will be done on a UA protocol and must list the grant and complete the congruency process.
- There may be COI issues as the UA PI may be involved with the external entity. Be sure to refer them to COI/OROI.
- Grant will be listed on UA PI's protocol and collaboration should be listed.
- IIA is signed by external entity's signing official, UA IACUC Chair, and UA IO, then submitted by external entity to NIH.
- UA PI's approval letter will include the grant information, and the IIA form includes approval information for adding the grant and the protocol.

## MTAs (Material Transfer Agreement)

- Agreement to allow transfer of materials – animals, data, intellectual property, etc, between institutions or entities.
- Handled by contract offices – either RII or College of Medicine. Generally not something for AWP/IACUC to handle, other than referring to other office if it might be needed.