


<p>Name of Policy: <u>University of Toledo personnel working at national laboratories – compliance with institutional agreements.</u></p> <p>Policy Number: 3364-70-07</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President for Research Administration</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: May 1, 2008</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

It is the policy of the University of Toledo (UT) that each researcher (faculty member, employee or student) who wishes to travel to any national laboratory, contact research and sponsored programs to ascertain whether an agreement has been executed with the laboratory in question. If an applicable agreement exists, the researcher must agree to comply with the terms of said agreement.

(B) Purpose of policy

The federal government has funded the establishment and continuing operation of a number of national laboratories throughout the country (e.g. Argonne National Laboratory, Oakridge National Laboratory, Los Alamos National Laboratory, etc.). It is possible for researchers to visit and use the facilities of these national laboratories for an individual’s research program; however, such use typically is governed by an agreement between the national laboratory and the individual’s institution. This agreement dictates the terms and conditions for such use.

In some cases, the university must negotiate and sign an agreement specific to an individual researcher’s proposed use with the national laboratory in question. However, in some cases, the agreement executed between the laboratory and the university governs any university researcher who applies for, and is granted access to that laboratory’s facilities. For this reason, it is imperative that:

- (1) Institutional approval be sought and granted prior to a university researcher applying for access to the facilities of a national laboratory
- (2) Each university research must agree to abide by the terms and conditions of pertinent university-national laboratory agreement(s)

(C) Procedure

Each researcher (faculty member, employee or student) who wishes to travel to any national laboratory should contact the director of sponsored programs-health science campus or the director of sponsored programs-main campus, as appropriate. Said contact should be made in writing (email message is acceptable) informing the director of the specific laboratory to be visited, the purpose of the trip(s), the proposed time period, the funding source for the proposed experiments and the names and departmental affiliations of all university researchers who will travel to the laboratory. Prior review and approval by the vice president for research administration, vice president for research development or designee, is required. The director shall consult the national laboratory agreements file in RSP and advise the researcher(s) of whether or not an institutional agreement exists for that particular laboratory.

Note: The approval process detailed above does not replace other applicable institutional or funding agency's approval(s) necessary for off-campus travel. The approval process detailed in this policy is "in addition to" other required approval(s).

If an agreement with the laboratory in question has been executed, a copy will be provided to the researcher(s) along with a form confirming each researcher's agreement to abide by the terms and conditions of the institutional agreement.

If an agreement has not been executed with the laboratory in question, the director, in consultation with the researcher(s), will proceed with contacting the national laboratory to ascertain the appropriate agreement(s) needed for the researcher's access. The director will coordinate institutional review and approval of any such agreement(s).

The following is a list of the existing institutional agreement(s) which have been executed with national laboratories, and provides other known information for researchers' use.

- (1) Argonne National Laboratory, Argonne, IL
 - (a) Institutional agreement signed with the University of Chicago (the operator of Argonne) in May 2003 for non-proprietary research. This agreement covers every University of Toledo health science campus researcher who uses Argonne's facilities. Contact the director, sponsored programs – health science campus to initiate the institutional review/approval. University of Toledo Health Science Campus-University of Chicago agreement reference no. M2003-102. Note: a new agreement would need to be negotiated/executed with the University of Chicago/Argonne before any proprietary experiments could be conducted.
 - (b) Institutional agreement signed on November 24, 1999 for the university's main campus researchers. Contact the director, sponsored programs – main campus for more information.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>May 20, 2008</u> Date</p> <p><i>Review/Revision Completed by: Senior Leadership</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• 03-014 <i>MUO Personnel Working at National Laboratories – Compliance with Institutional Agreements (former Health Science Campus policy, effective date 7/1/2005)</i> <p>Initial effective date: May 1, 2008 Review/Revision date: Next review date: May 1, 2011</p>
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