



## RESEARCH PROTOCOL AT THE LABORATORY OF PRIMATE MORPHOLOGY

### I. PURPOSE

- A. To outline the requirements for performing a research project at the Laboratory of Primate Morphology (LPM), Caribbean Primate Research Center
- B. To describe the steps that an investigator must follow in order to conduct a research protocol at LPM
- C. To define the guidelines to be followed by all people interested in performing research at or skeletal loans from LPM
- D. To define Budgeting, invoicing, and any bench fee necessary to be established between the investigator and LPM

### II. ACCESS AND PERMISSION TO USE FACILITIES AT LPM

The Laboratory of Primate Morphology is an in-campus facility administered by the Caribbean Primate Research Center (CPRC) of the University of Puerto Rico-Medical Science Campus (UPR). The facility is supported by the Office of Research Infrastructure Programs (ORIP), a component of the National Institutes of Health (NIH). Any publication or any derivative that results from use of the collection should include an acknowledgment the CPRC's grant provided by the ORIP.

The suggested phrasing is: *"This CPRC is supported by grant number 2 P40 OD012217 from the Office of Research Infrastructure Programs (ORIP) of the National Institutes of Health"*.

### III. RESPONSIBILITIES

- A. The outside investigator is responsible of providing the required information to the CPRC Director
- B. The CPRC Director is responsible for reviewing the letter of intent and providing the information needed by the Outside Investigator for the submission of all documents
- C. The Research Advisory Committee (RAC) is responsible for final reviewing of the proposal, budget, and documents required

#### **D. Outside Investigators should follow these steps:**

1. Submit a Letter of Inquiry addressed to the Director of CPRC.



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2. Submit a research proposal to the Director of the CPRC for RAC review.

**IV. GUIDELINES:**

**A. Letter of Inquiry:**

1. Submit a letter of inquiry (intent) to the CPRC Director, who will provide details for the next step, which is usually to contact the Collections Manager. If requested, the Manager will provide a data set that is tailored to the inquiry.
2. If the provided data set is satisfactory to the outside investigator, the next step is to send a research proposal to the CPRC Director who will distribute it for review to the CPRC Research Advisory Committee (RAC.)
3. The LPM has limited bench space which is allocated on a first-come first-served basis. In case of a scheduling conflict, the CPRC Director will inform all parties.

**B. Submit Proposal for CPRC-RAC Review:**

1. All outside investigators who plan to conduct research on LPM are encouraged to submit proposals for their projects, (including pilot studies) a minimum of 90 days in advance of the proposed starting date.
2. Proposals are evaluated for feasibility, services available at LPM, and infrastructure.
3. Draft proposals are acceptable for RAC's review providing they do not differ significantly from the final version.
4. If funding is sought, the proposal must be approved by the CPRC before it is submitted to a funding agency.
5. After submission to a funding agency, the final version of the proposal must be sent to the CPRC's Director

**REQUIREMENTS FOR PROPOSALS**

**Although the CPRC has no set formula for a proposal, the following items are suggested:**

- Background and significance
- Hypotheses or purpose of project



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- Materials and methods indicating the species, sex, ages and number of samples to be studied. It must clearly describe the procedures to be performed.
- Budget (when applying for a sample loan)
- Acknowledgment of CPRC's funding agency
- A time line
- A data sharing plan

**C. MOU, budget agreement/ fee contract, and invoicing**

1. Memorandum of Understanding: If the institution is not from the UPR system it must have a Memorandum of Understanding (MOU) signed between both institutions prior to the start of the project. The formal MOU needs to be established among all parties and signed by both Institutional Officials.
2. When a sample loan is being requested, a "**Budget Agreement / Fee Contract**" should be signed. The agreement must include all costs and fees related to the project for budgeting information.

**a. LPM Charge Sheet for fees**

- 1) The outside investigator will be charged for any costs incurred by the LPM, such as packing materials.
  - 2) The outside investigator's Fed Ex account will be charged.
  - 3) The loans will be for a period of one year but it can be extended if evidence of progress can be shown.
  - 4) If the specimens are held longer than the limit of the loan without permission, a fine of \$30 per day will be levied.
3. Invoicing:

This information will be submitted to our administrator and a monthly invoice will be prepared for the institution of the Outside Investigator.

4. Exceptions: Any investigator wishing an exception to the above policy must submit a written petition to the CPRC Director.

**D. Acknowledgment of CPRC's funding agency**

All Outside Investigators should acknowledge the CPRC's funding agencies in



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their publications. The suggest phrasing for publications is:

*“The Caribbean Primate Research Center is supported by the University of Puerto Rico (UPR) and the Office of Research Infrastructure Programs (ORIP) of the National Institutes of Health (grant number 2 P40 OD012217). The content of this publication is solely the responsibility of the authors and does not necessarily represent the official views of the UPR or ORIP.”*

**E. Data Sharing Policy**

As an NIH funded facility, the CPRC follows the NIH policy on sharing research data (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-03-032.html>). All PIs applying for research at the CPRC should include a Data Sharing Plan section in their research proposals addressing data sharing following the acceptance for publication of the main findings from the final dataset.