

Animal Care Per Diem Recovery Policy

Policy for the administration of Animal Per Diems associated with managing the operations of animal research facilities.

POLICY STATEMENT

In general, the animal care per diem covers food, bedding, housing, husbandry, veterinary support, the purchase and maintenance of central vivarium equipment, and special services. The University establishes per diem rates using the principles outlined in the National Institutes of Health (NIH) Cost Analysis and Rate Setting Manual for Animal Research Facilities (PDF). Various specialized training and services are available to University researchers, for which an additional charge may apply. Animal care rates should be built into sponsored research awards when practicable, otherwise, costs must be covered through other allowable sources.

REASON FOR THE POLICY

Historically, Chapman University has covered all costs associated with operating the animal research facilities to ease the financial burden on researchers. Going forward, researchers will be required to cover a portion of these costs. Per diem and specialty service rates represent only a fraction of the total costs of operating the facility and caring for animals, with the University covering the remaining costs.

To recover a portion of the costs for animal care, per diem rates for various species are charged.

POLICY

Setting Per Diem Cost Rates

Per diem rates are established by the Office of Research and published on an annual basis prior to the beginning of the new fiscal year. The fiscal year is defined as the period from June 1 - May 31. A cost analysis study will be performed annually to determine the appropriate per diem rates, and if necessary, an updated rate sheet will be published including the rate for the current year, and estimate rates for future years, to allow Principal Investigators to budget those costs. The University will subsidize some of the costs of operation to maintain the per diem rates as low as reasonably possible.

Per diems will be charged for each day, or fraction of a day, that a cage or animal is within the vivarium. Per diems will not be pro-rated. Cage and animal census counting will be based on Vivarium policies and standard practices. All standard care details are detailed in the Chapman University Animal Care and Use Program Handbook. Per diems apply to all animal care facilities with Office of Research oversight. Principal Investigators who maintain their own animal research facilities and spaces (e.g., non-rodent species) are responsible for all costs associated with maintaining and operating their space(s).

RESPONSIBILITIES

The Institutional Official, Vice President for Research, and Office of Research have the authority to implement per diem charges as described above, including communicating and distributing any

changes to the approved policy and significant changes to the per diem rate sheet.

The Vivarium Manager - Implement the per diems and provide billing information and invoices to Financial Services for journal transfers. The Vivarium Manager is responsible for performing regular analysis and providing data as requested to the Office of Research and Financial Services for approval of per diem rates (typically on an annual basis).

The Principal Investigator - Pays costs associated with their projects as described above, and provides a sponsored account or internal fund number to the Vivarium Manager for billing purposes. The Principal Investigator allocates expenses to the appropriate project. If the animal research project is covered by more than one fund, the Principal Investigator is responsible for the proper allocation of costs to the fund through the Vivarium Management systems. If no account number is provided, the Office of Research has the authority to impose space allocation restrictions on the research project, including preventing space allocation depending on the space availability and other project demands. **Researchers are always responsible for experimental monitoring as outlined in their approved protocols.**

OFFICE RESPONSIBLE FOR POLICY

Name of Office: Office of Research

WEBSITE ADDRESS FOR THIS POLICY

WHO APPROVED THIS POLICY

Senior Staf member submitting the policy: Dr. Martina Nieswandt

Date approved: September 12, 2023

[Signed]

Daniele C. Struppa

President, Chapman University

PUBLICATION DATES

Effective: September 12, 2023

RELATED MATERIALS

[NIH Cost Analysis and Rate Setting Manual for Animal Research Facilities](#)