
PROCEDURES

New and ongoing animal-based research, teaching or testing shall be subject to continuing ethics review in compliance with the guidelines of the Canadian Council on Animal Care (CCAC) and requirements of the University Committee on Animal Care and Supply (UCACS).

OVERVIEW OF ANIMAL USE PROTOCOL (AUP) REVIEW PROCESS

- All new protocols, new protocol forms filed after four years, and annual review of all ongoing protocols that are CCAC Category of Invasiveness "D" or "E" will be reviewed by the full Animal Research Ethics Board (AREB).
- Annual review of ongoing protocols that are CCAC Category of Invasiveness "B" or "C" and that have not had major changes to the protocol will be reviewed by a Designated Member Review process: A subcommittee of the AREB consisting of three persons; Chair of the AREB or designate (researcher member of UCACS); the University Veterinarian or delegate; and one community representative of the UCACS, for up to three annual reviews. At any time one of the Designated Members can stipulate that the protocol go for full AREB review. The fourth year the protocol will again come to the full AREB.
- Requests for modifications to a protocol will follow the *UCACS Procedures on Modification Submission to an Animal Use Protocol*.
- Provisional approval of a protocol judged to be of 'B' or 'C' Category of Invasiveness may be granted following review by the AREB Chair, the University Veterinarian or delegate, and a community representative when received. The AUP will be reviewed by the full AREB at the next scheduled meeting.
- Protocols that do not involve any live animal handling or manipulation (CCAC Category "A" protocols) will be reviewed and approved by the AREB Chair, and documented and filed in the UCACS protocol records. Annual review of these protocols is required similar to other protocols.

ONGOING ANIMAL USE PROTOCOLS

Ethics approval of animal-based research protocols is issued for one year at a time, in compliance with the CCAC guidelines and the UCACS Terms of Reference.

If the research project continues beyond one year, the principal investigator must submit a completed "Annual Review Form" to the Research Ethics Office at least one month prior to the one-year anniversary approval date.

1. For annual review of ongoing protocols, a reminder message with the Annual Review Form will be sent to the principal investigator two months prior to the month when the annual review is due. A second reminder message will be sent one month prior to the expiry date of the animal use protocol. It is the responsibility of the principal investigator to submit the Annual Review Form one month in advance of the expiry date to ensure sufficient time for review and approval by the AREB prior to the expiry date of the protocol.

2. If a response / Annual Review Form is not received by the expiry date of the protocol, the protocol will be considered “complete”, and no further animal work will be allowed.
3. If animals are still being held under a protocol that is declared complete due to non-response from the principal investigator, authority is given for their disposal by the University Veterinarian or delegate or for the transfer of animals to an approved Facility Holding Animal Use Protocol (University Veterinarian listed as the principal investigator). Any animal on a holding protocol may not be used for research or teaching until approval for that use is obtained from the Animal Research Ethics Board. The principal investigator of the closed protocol is responsible for all per diems associated with the housing, care and maintenance of all animals transferred from the closed protocol to the holding protocol. The principal investigator is responsible to submit a new animal use protocol for approval before these animals are removed from the holding protocol.
4. If an annual review form is not submitted as scheduled, the Director, Research Ethics in consultation with the AREB Chair is fully authorized to do one or more of the following as deemed appropriate:
 - Hold the review or approval of current or future submissions by the Principal Investigator until the status of the expired study has been addressed.
 - Notify the funding agency, industry sponsor or the appropriate regulatory authority of the expiry of the ethics approval for the study.
 - Notify Financial Services Division and Research Services to advise them that the study is no longer approved and that no further funds from the account should be released.
 - Terminate the study and notify the Investigator, Department Head, and Associate Dean Research (or equivalent). If a graduate student is involved in the study, the graduate student and Associate Dean, CGSR will also be notified.

New Animal Use Protocols

For new animal use protocols that are reviewed by the AREB and are either (a) conditionally approved (requiring a response and approval by the AREB Chair) or (b) not approved (requiring a response and review/approval by the full AREB), the principal investigator must submit a response and revised animal use protocol within three months from receipt of memo from the AREB Chair.

After two months, if a response has not been received, the Research Ethics Office will send a reminder to the principal investigator. If a response is not received within three months, the protocol will be considered as “not proceeding” and will be closed in the UCACS database. The principal investigator will receive a memo to be informed of this change in status (protocol removal). If the project is to proceed, another new animal use protocol must be submitted to the AREB for review.

These procedures will come into effect 01 January 2012.

Approved by the UCACS, 19 November 2012