

SAINT MARY'S UNIVERSITY ANIMAL CARE AND USE PROGRAM

Thinking of proposing animal-based **TEACHING ACTIVITIES?**



Contact the Animal Care Coordinator using animalcare@smu.ca to discuss:

- If protocol / protocol review required
- Writing an animal use protocol
- Acquiring training in animal use ethics/care
 Writing/Using standard operating procedures (SOPs)
- Completing a Teaching Appendix Any required permits/documents
- Obtaining a Pedagogical Merit Review
- **Obtaining Forms**
- Submission Deadlines & Review process

SUBMITTING NEW AUP FOR TEACHING

(honours research projects *not* included)

Instructor (also referred to as the Principal Investigator, PI) consults the Canadian Council on Animal Care (CCAC) Microsite for Three Rs on Teaching for information on researching alternatives. PI submits LAB RESEARCH ANIMAL USE PROTOCOL & TEACHING APPENDIX electronically to ACC Coordinator ACC sends the Protocol & Teaching Appendix submission for Pedagogical Merit Review according to Policy for Pedagogical Merit. A positive review (according to Policy) is required BEFORE ACC will review for ethics approval. Negative Positive Pedagogical Merit Review Pedagogical Merit Review Feedback provided to PI. Submission does not Feedback provided to PI. Submission added to move forward for review. PI may wish to rework agenda of next ACC Review meeting proposal and resubmit. Submission reviewed by ACC at next full-Committee meeting. (Meeting Schedule posted). Approval will not be granted if any required documents are outstanding (e.g., training records, permits). ACC decision is to ACC decision is to **APPROVE NOT APPROVE** ACC Chair communicates decision to PI in Post-ACC Chair communicates decision to PI in Post-Review Decision (PRD) memo within one week of Review Decision (PRD) memo within 1 week of decision, with rationale. If ACC has agreed to review decision, with detailed instructions on ACC-required a resubmission prior to next scheduled submission changes to AUP before Notice of Approval (NOA) can date, the PI is notified of this in this PRD memo. be issued. PRD is NOT permission to work or order animals. Expiry = end of term (< or = 12 months). PI submits updated AUP as per PRD instruction. Chair assigns NEW number: YY-X where YY is the year and X is the next number in the {1,2,3, ...} sequence for the YY year. ACC Chair issues Notice of Approval (NOA) memo for # YY-X and copy of the official, approved AUP to the PI for their records and use. NOA lists Post-Approval Monitoring (PAM) requirement. Animal Care Coordinator and Animal Care Technician are copied. PI displays NOA and official approved copy of YY-X AUP in the area of the experiment. PAM fulfilled as per NOA. PAM Checklist submitted to ACC Chair. Pressing items handled immediately. Chair discloses PAM report to ACC Committee at next available meeting. ACC Chair provides PAM report to ACC Coordinator for file, and to PI for information. PI submits CLOSURE report to ACC Coordinator upon expiry date, or else a PROGRESS report along with a request for RENEWAL well before expiry date.

AMENDMENTS AND RENEWALS ARE DESCRIBED ON OTHER PAGES