

According to the University Animal Care Committee (UACC) Procedures on New and Ongoing Animal Use Protocol (AUP) Review all new protocols, 4-year renewals, provisional approvals, and annual review or modifications of ongoing CCAC Category of Invasiveness “D” or “E” protocols will undergo review by the full Animal Research Ethics Board (AREB) according to the following *Full AREB Review and Timeline*.

The Full AREB Review and Timeline

Day 0	University Veterinarian assignment ^a of primary/secondary reviewers ^b on AUP.
Day 0 – 7	Primary and Secondary reviewer carefully assess AUP; remaining AREB members also review the AUP.
Day 7	Secondary reviewer and other AREB members e-mail questions/comments/concerns about the AUP to primary reviewer.
Day 7 – 13	Primary reviewer collates questions/concerns/comments and e-mails the Research Services and Ethics Office (uacc.office@usask.ca) with the collated set. The Research Services and Ethics Office contacts PI and requests response and AUP revision (if necessary).
Day 13	Research Services and Ethics Office forwards PI responses and revised AUP (if necessary) to primary reviewer. Primary reviewer confirms adequacy of PI’s response. If necessary, the primary reviewer requests further information via the uacc.office@usask.ca e-mail.
Day 14	Primary reviewer provides a brief written summary of the protocol, reviewer questions/comments, and PI responses to the Research Services and Ethics Office (uacc.office@usask.ca).
Day 15	Research Services and Ethics Office posts revised AUP and reviewer report onto PAWS AREB Group.
Board Meeting Day	Primary reviewer presents brief summary of AUP, reviewer questions/comments, and PI response. Board members discuss AUP and determine protocol approval status. NOTE: Primary/secondary reviewers maintain responsibility of AUP if “Response” status granted. The process repeats for the subsequent review period.

^aAREB Chair, UACC Veterinarian, and Community Representative(s) carefully review all AUPs; no AUPs are specifically assigned to these members. These members are expected to submit any comments/concerns/questions to the primary reviewer according to the timeline.

^bIn the absence of a primary reviewer at the board meeting, responsibility for protocol presentation lies with the secondary reviewer. The primary reviewer is responsible for communicating his/her absence to the secondary reviewer and the Research Services and Ethics Office (RESO) prior to the AREB protocol review meeting.