

Procedures

As of 01 January 2012, the University Animal Care Committee (UACC) will not consider requests for retroactive approval of animal use protocols or protocol modifications.

The Canadian Council on Animal Care (CCAC) policies and guidelines require that:

- a) Research involving live animals must not be conducted without an approved Animal Use Protocol (AUP) in place.
- b) Animals may not be ordered or acquired without an approved AUP in place.
- c) Any modifications to the original approved AUP, such as a change in experimental design or procedures, change in animal numbers or usage, or addition of personnel associated with the research must first be approved by the Animal Research Ethics Board (AREB).

In order to fulfill the University's responsibilities and requirements to work within its terms of reference and abide by CCAC guidelines and policies, and since the UACC Executive does not consider it possible to provide ethics approval of animal research after it has been performed, the UACC has determined that the AREB will not conduct retroactive review or approve any animal-related activity that has already been completed, under any circumstance.

It is the determination of the UACC that ultimately, the responsibility for ensuring that ethics approval is granted prior to acquiring animals and using them for research falls onto the Principal Investigator, without exception.

Post-Approval Review

The post-approval review process is designed to monitor researchers following best practices and procedures consistent with those identified on their approved AUP. When inconsistency is noted, the Post-Approval Continuing Review Monitor works with researchers to restore consistency with the approved AUP or to submit a protocol modification for approval by the AREB. To acknowledge the importance of the collegial and collaborative nature of the post-approval review process, procedures for retroactive approval outlined in this document do not apply when non-compliance is noted during a post-approval review visit. This further applies to researchers who self-report a protocol non-compliance whereby the Post-Approval Continuing Review Monitor will work with the researcher to submit a protocol modification and obtain approval by the Animal Research Ethics Board.

Approved by the UACC, 31 October 2011