
The University Animal Care Committee (UACC) at the University of Saskatchewan has developed a signature policy for submitting animal use protocol forms, including annual reviews, protocol modifications and morbidity/mortality incident report forms to the Animal Research Ethics Board (AREB) during the course of a research study or teaching course involving animal subjects. This policy clarifies the responsibility of the Principal Investigator's signature and authorization of signing authority for the AREB. ***This policy is effective January 1, 2010.***

1.0 MEANING OF SIGNATURES FOR ANIMAL ETHICS APPLICATIONS

1.1 The signature/approval of the Principal Investigator/Applicant affirms that:

- a. The Principal Investigator/Applicant is associated with the Department/Administrative unit/Organization.
- b. The information in the application, annual review and/or modification forms is complete and accurate to the best of the knowledge of the Principal Investigator/Applicant.
- c. The Principal Investigator/Applicant agrees to abide by Canadian Council on Animal Care (CCAC) and the University of Saskatchewan policies and guidelines for research, teaching or testing with animal subjects.
- d. The Principal Investigator/Applicant has consulted and has received agreement of participation with all co-investigators listed on their research/teaching protocol.

1.2 The signature/approval of the Department/Administrative Head affirms that:

- a. The Principal Investigator/Applicant is associated with the Department/Administrative unit/Organization.
- b. The Department/Administrative Head acknowledges and is aware of the research/teaching activity described in the animal use protocol.

1.3 If applicable, the signature/approval of the Facility Manager (required for animals housed at the University of Saskatchewan) affirms that:

- a. The Facility Manager acknowledges and is aware of the research/teaching activity described in the animal use protocol.
- b. The animal care facility where the animals will be housed has the space for the number of animals requested and can accommodate the proposed research/teaching.

1.4 If applicable, the signature/approval of the person responsible for the WCVM resident teaching animals (required if any WCVM horses, cattle, dogs or other animals are to be used in an animal use protocol) affirms that: The person responsible for the WCVM resident teaching animals acknowledges and is aware of the research/teaching activity described in the animal use protocol.

- a. The animals requested can be accommodated for the proposed research/teaching protocol.

2.0 MEANING OF SIGNATURES FOR ANNUAL REVIEW AND STUDY CLOSURE FORMS

Only the Principal Investigator’s signature is required for annual reviews and study closure forms as per item 1.1.

3.0 REQUIRED SIGNATURES

3.1 The Principal Investigator/Course Instructor/Applicant must sign all the required forms.

3.2 The Principal Investigator on a **research** animal use protocol is usually a faculty member of the University of Saskatchewan or holds an appointment in the College of Graduate Studies and Research (includes Adjunct Professor, Professor Emeritus, Professional Affiliate and Associate Member) as defined in the College of Graduate Studies and Research Policy and Procedure Manual. Research scientists or University of Saskatchewan Chair positions may also be the principal investigators. Facility Manager who are responsible for housing and maintenance, or breeding protocols, or for standard operating protocols (e.g. antibody production) may also be listed as the principal investigator. Students or other trainees (e.g. Post-Doctorate Fellows) cannot be listed as the principal investigator on a research protocol; their supervisor must be the designated principal investigator who signs the protocol and is responsible for the overall project.

3.3 The Course Instructor on a **teaching** animal use protocol is generally a faculty member of the University of Saskatchewan or holds an appointment in the College of Graduate Studies and Research (includes Adjunct Professor, Professor Emeritus, Professional Affiliate and Associate Member) as defined in the College of Graduate Studies and Research Policy and Procedure Manual. Research scientists or University of Saskatchewan Chair positions may also be course instructors. For short courses, workshops or conferences, students or other trainees may also be listed as the course instructor on a teaching protocol.

3.4 One level of signing authority above the Principal Investigator/Course Instructor/Applicant is required on the animal use protocol research and teaching application forms that are submitted to the AREB. The table below indicates whose “one-up” signature(s) is required on the protocol application:

Principal Investigator/Course Instructor on Animal Use Protocol:	Authorizing Signature(s) required from:
University Faculty or equivalent (e.g. VIDO Research Scientist, University of Saskatchewan Chair positions)	Department Head or Dean or Director OR Designate
Department Head	Dean or Director OR Designate

Dean or Director	VP Research OR Designate
Vice President	VP Research OR Designate
Animal Facility Manager (generally PI for housing and maintenance or breeding protocols, or standard operating protocols)	Department Head or Dean or Director OR Designate
University Undergraduate Students, Graduate Students, Post-Doctorate Fellows, Medical Residents – Note: Supervisor must be listed as PI on RESEARCH animal use protocols; some situations allow students/trainees to listed as course instructor for TEACHING protocols	Supervisor AND Department Head or Dean or Director
For all others	Department or Unit Head OR Organizational CEO or President

4.0 SIGNING AUTHORITY FOR ANIMAL RESEARCH ETHICS BOARD

All decisions and approvals regarding the research/teaching protocol will be filed in the UACC file and approved in writing by an authorized official. The following table indicates the persons able to authorize approvals and sign documents and under what conditions they may do so. All annual reviews approved by the AREB subcommittee are reported to the AREB as a summary report and are included as part of the minutes.

APPROVAL AUTHORIZATION TABLE			
Indicates level of authority required to approve various actions related to the research, teaching or testing protocols.			
Action	Risk Level	Full REB	Chair/ Subcommittee/ Designated AREB member
Certificate of Approval	New Animal Use Protocol (AUP) applications and 4-year renewals for CCAC Category of Invasiveness B, C, D and E Levels	√	
Certificate of Approval	New applications and renewals for CCAC Category of Invasiveness Level A		√
Notice of Ethical Review	New AUP applications and 4-year renewals for Category B, C, D and E protocols, Category D and E annual	√	

	reviews and major modifications		
Notice of Ethical Review	New applications/annual reviews (Category A), Category B and C annual reviews and minor modifications		✓
Modification	Major changes to Category B, C, D and E Level protocols	✓	
Modification	Minor changes to protocols		✓
Annual Review Form	Category D and E Level animal use protocols	✓	
Annual Review Form	First three annual renewals of Category B and C Level protocols		✓
Annual Review Form	Annual renewals of Category A Level protocols		✓
Study Closure Form	All animal use protocols		✓

For all full board reviews required for research/teaching protocols, modifications, notice of ethical reviews (NERs) and annual review forms, the AREB gives authority to the Chair/AREB Subcommittee (AREB Chair, University Veterinarian or delegate and community representative)/designated AREB member (e.g. Vice-Chair) to sign on behalf of the Board. The responses to the NER are reviewed by the AREB Chair/AREB Subcommittee/AREB designate/full board, as appropriate. If the responses to the concerns/queries made in the NER have been addressed adequately, the Certificate of Approval is issued with the signature of the AREB Chair/AREB designate.

Approved by the UACC, 21 October 2009