

## **Procedures**

The University of Saskatchewan will assess a review fee for ethical review of all applications to use animals for research, teaching, production or testing.

As of 01 December 2012, the ethics review fee will be \$1,000 for animal use protocol applications requiring full Animal Research Ethics Board Review (e.g., Category of Invasiveness Levels B-E studies). The fee covers initial review, subsequent annual reviews and minor amendments for the next four years. Major amendments involving full review, and a renewal after four years, will be assigned a fee of \$500. For Category of Invasiveness Level A studies, an ethics review fee will not be charged. For animal work contracted to one of the U of S animal facilities under an already approved animal use protocol, a one-time ethics review fee of \$375 will apply. Payment must be made in Canadian dollars.

This administrative fee is used to help pay for the infrastructure and staff needed to process the ethics application submissions and the continuing maintenance required, along with compliance, monitoring, and education requirements.

## **Exemptions of Fees**

All applications from employees of the University, those holding academic appointments with the University, and professional employees of University-affiliated organizations that meet one of the criteria below will be exempt from the fee:

- Research funded by a non-industry sponsor (i.e. internal, Tri-Council, registered charitable, not-for-profit organizations, federal/provincial agencies, etc.).
- Unfunded Research
- Research funded by an industry sponsor whereby any Intellectual Property developed remains with the University and no Intellectual Property rights are granted to the sponsor. This industry support is typically funded as a grant (as defined by Research Services).

Applications from individuals not affiliated with the University of Saskatchewan that meet one of the criteria below will also be exempt from the ethics review fee:

- Research funded by a non-industry sponsor (i.e. internal, Tri-Council, registered charitable, not-for-profit organizations, federal/provincial agencies, etc.).
- Unfunded Research

## **Waivers**

Request for consideration of waiving the ethics review fee, for any reason by any researcher, must be made in writing to the Director of the Research Services and Ethics Office for consideration. The request must clearly outline the reason(s) why an exemption should be considered.

### **Payment**

Payment of the required fee, or a letter stating that the fee will follow within 14 days, or confirmation from Research Services that the ethics fee is included as a line item on the associated research contract, must accompany the Animal Use Protocol Research Application Form for all industry-sponsored research. It is the responsibility of the Principal Investigator to ensure that their sponsor(s) are aware of this requirement and to submit the cheque or letter at the time of submission to the University Committee on Animal Care and Supply (UACC) Animal Research Ethics Board (AREB), or to ensure the ethics fee is included as budget line item on the associated research contract from the industry sponsor. The research application will only be reviewed if the ethics review fee is paid or is committed prior to the AREB meeting.

The review fee will still apply if the submission is withdrawn or not approved after being reviewed by the AREB. Submissions that are cancelled or withdrawn prior to the AREB review will not be subject to the fee. A Certificate of Approval will only be issued when payment has been received or is committed as a budget line item on the associated research contract.

Exception: For animal work contracted to one of the U of S animal facilities under an already approved animal use protocol the one-time ethics review fee of \$375 will be included as a line item on the invoice from the animal facility conducting the animal work. Any administrative fees required by the animal facility for the contracted animal work will be charged separately to the ethics review fee.

*Approved by the UACC, 19 November 2012*