**READ ME FIRST! Updated July, 2015**

**INFORMATION / INSTRUCTIONS / CHECKLIST:**

**PROTOCOL APPLICATION FORMS:**

All current protocol application forms are available on the UCLA website. <http://www.dal.ca/dept/animal-ethics.html>

The application forms are revised frequently, so please use the website to ensure you are submitting the most recent version. APPENDICES available on the website provide additional information to help fill out the form. Please use lay language when completing the forms.

**FORM A** – this application form is required for most projects that propose to use vertebrates or cephalopods in research, teaching or testing at Dalhousie University. Sections 1-9 of the FORM A must be completed by everyone. Relevant ATTACHMENTS should be included if applicable.

**FORM B** – This Renewal and Amendment form is used to renew a protocol for a further year and/or to make minor changes to a protocol.

**FORM C** – this application form may be used for work involving invertebrates (other than cephalopods), tissue cultures, tissues obtained from necropsy or from a slaughterhouse, the use of eggs, protozoa or other single celled organisms.

**FUNDING:**

In compliance with Tri-Council and CCAC requirements, Dalhousie’s Research Services is not permitted to release research funds until documentation of all necessary approvals is received (ie. animal ethics, human ethics, biohazard and radiation permits). It is the investigator’s responsibility to ensure that protocols are up-to-date and that the documentation is provided to Research Services in a timely fashion. Please allow sufficient time for animal ethics review and resolution of any subsequent questions or clarifications. Protocols must be fully approved before Financial Services opens the account.

**PEER REVIEW for SCIENTIFIC MERIT**- all protocols must have completed scientific peer review before they can be fully approved and grant money released. If the proposed animal work has not been peer reviewed by the funding agency, contact the UCLA office for information on peer review process. ucla@dal.ca

**MEETINGS / TIMELINES**: The Committee meets monthly.

Submission deadlines for each meeting are available at <http://www.dal.ca/dept/animal-ethics.html>

Submissions must be send electronically to ucla@dal.ca prior to deadline for each meeting. If there is no electronic signature, then a signed page must be forwarded by campus mail at the same time (Jen Wipp, Dept. Psychology, LSC)

Questions arising from the application are sent out after the meeting and may need to be reviewed by the full Committee at another meeting before approval is granted. Please allow enough time for this to happen.

**UCLA REVIEW and COMMITTEE:**

The University Committee on Laboratory Animals reviews animal protocol applications to determine if proposed projects meet ethical guidelines established by the Canadian Council on Animal Care (CCAC). The main ethical principle used in evaluating animal projects is the principle of the 3R’s- Replacement, Refinement, and Reduction. The Committee may at times make suggestions or recommendations for changes in a protocol that will enhance animal care and welfare. Please feel free to contact this office for assistance in completing the protocol application form. The Committee welcomes discussion with investigators to find solutions to problematic issues

Protocols are approved for a one year period. At the end of the one year a **FORM B** renewal may be submitted to request a further year extension. At the end of this two year period, a new FORM A must be re-submitted for a full review.

**RESPONSIBILITY:**

The principal investigator’s signature is required on all protocol applications. The PI is responsible for all information in the protocol and related correspondence and for ensuring that all work has been fully approved and is being done according to the approved protocol