

Animal Use Subcommittee Non-Animal User Faculty Members – Roles & Responsibilities

Committee members have a vital role to play in ensuring that Western’s research community maintains its excellent record for animal care and oversight. For an outline of responsibilities, see the Animal Use Subcommittee (AUS) [Terms of Reference](#).

Specific Responsibilities for Non-Animal User Faculty Members

Monthly AUS Meetings - Attend all **11** AUS monthly meetings per year, usually held the second Thursday of each month, except July. If unable to attend, arrange with Alternate member to attend. In the event that no representative is available, contact the [AUS AO](#).

Protocol Review

➤ *Monthly Meetings*

- 1) Act as a Pre-Meeting Reviewer of all *Animal Use Protocols* scheduled for review at each AUS monthly meeting. (Sect. C.2.3 within the AUS Protocol Processing SOP)
- 2) Act as a Primary or Secondary Presenter (see Protocol Processing SOP, Sect. C. 2.3.11) a minimum of **eight** times per calendar year.

➤ *Weekly Protocol Review Meetings*

- 3) Participate in at least **six** weekly protocol review meetings per year. If unable to attend a pre-scheduled meeting, arrange directly with Alternate member to attend.

AUS Site Visits

- 4) Participate in at least **four** AUS [site visits](#) per calendar year.

CCAC Assessments

- 5) Represent the AUS as a scientific (non-animal user) member during [CCAC assessments](#), which take place every 3-4 years.

Terms & Definitions

Primary and Secondary Reviewers

These members are asked to read and submit pre-meeting review questions to the PI via the AUS Administrative Officers (auspc@uwo.ca), and to present the *Animal Use Protocol* during the AUS meeting (Primary Presenter only). For further details read Sect. C.2.3 within the AUS Protocol Processing SOP.

Weekly Protocol Review Meetings

30-40-minute weekly meetings to review and approve, if appropriate, *Protocol Modifications*, *Protocol Renewals*, Pilot *Animal Use Protocol* forms, and *Animal Use Protocols* approved pending clarification during a previous monthly meeting. For further details read Sect. C.2.2 within the AUS Protocol Processing SOP.

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AUS Site Visits

20 – 25 site visits are scheduled per calendar year. Site visits usually take place on Mondays and run approximately two hours.

CCAC Site Visit

AUS members are asked to participate in the opening and closing meetings and at other functions as requested during CCAC assessments, which take place every 3 – 5 years.