

PI Submits an Annual Renewal for an Approved AUP

For each of your approved AUPs, you must submit a renewal form to the AUS Office each year including a **3R's Progress Report, Project Status (notice of AUP changes – checkbox only as all AUP changes require a Protocol Modification) & Animal Use Update, Animal Use Complications Progress Report, and Analgesia Administration Update.**

eSirius Options	Section
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PI Receives an Annual Renewal Reminder From eSirius

- a) **Annual Renewal Reminder Appears within the 'Alerts – Annual Renewals' section of a PI Home Page → 60 days prior** to the AUP's renewal date, you will receive an alert within the 'Alerts – Annual Renewals' section of your home page → Two Months prior to the AUP's renewal date, you will also receive an email Renewal Reminder from ausPAM@uwo.ca → You must complete the renewal form well before the due date. **NOTE: To ensure that your renewal is processed before its due date, at least one month's advance notice is recommended.**

Annual Renewal Email Example

Subject: **eSirius Notification - ANNUAL PROTOCOL RENEWAL Required for AUP# 2011-009** Date: 04:40 PM
 To: Investigator@uwo.ca From: esiriusadmin@uwo.ca

*** THIS IS AN EMAIL NOTIFICATION ONLY. PLEASE DO NOT REPLY ***

The following Animal Use Protocol is due for ANNUAL RENEWAL.

AUP Number : 2011-009
 AUP Year : 1

AUP Title: Study of the neurological effects of eSirius Training over an extended period of time

Please click on the AUP# link under the 'Alerts - Annual Renewal' section on the eSirius Homepage, complete the Annual Renewal questions, and then submit the form to the AUS office via eSirius at least two weeks prior to the 'Renewal Date.'

Please Note: The CCAC requires the annual disclosure of 3 R's progress and animal use complications (Sections B & C) specific to the previous AUP year; therefore, please ensure that these fields address all listed aspects.

If you require further assistance, please contact the Protocol Support RLAT via auspc@uwo.ca

Submitted by: AUS Office Staff

- b) Accessing the Annual Renewal Form** → Click on the **AUP_NUMBER** link in order to open the Annual Renewal form → **Annual Renewal** page opens:

ALERTS - ANNUAL RENEWAL											
AUP_NUMBER	PRINC_INVESTIGATOR	AUP_YR	APPROVAL_DATE	STATUS	DUE_DAY_#	WORKFLOW_DATE	PROT_MOD_#	FROM	TO	RENEWAL_DATE	ACTION
2010-033	Bear, Yogi	1	06/01/2009	Approved (w/o Stipulation)	18	05/14/2010				06/01/2010	Requests Review
										03/11/2010	Recommended Changes or Approval
										05/01/2010	
										04/27/2010	

Click Here to access the Renewal Form

Indicates the original approval date

'From' and 'To' fields are blank because the Annual Renewal Alert is automatically sent to you 60 days before it is due

Indicates the current protocol year

Indicates the number of days left before the renewal must be processed; You must submit the renewal well before this date to ensure that there is sufficient time for review and approval

Indicates the date that the renewal will be processed

- c) PI Completes the Annual Renewal Page** → You may view/print the full AUP document using the **AUP_NUMBER** Link → Assign one of three statuses to the AUP within the **Project Status & Animal Use Update At Renewal** section: No Changes, Changes will be submitted via a Protocol Modification OR AUP is to be Archived → Enter **Animal Use Numbers** for the previous protocol

year: All animals that were obtained, weaned or used for research within the Animal Use Protocol → Fill out the **Three Rs Progress Report** section using the CCAC Microsite as a reference → Use the checkboxes to indicate whether animals were used or ordered during the past protocol year (If there has been no animal use, please indicate this within the required text field as well) → Use the **Animal Use Complications Progress Report** to indicate whether you encountered any complications related to animal use during the past protocol year and if so, any steps taken to resolve the listed complications → The **Analgesia Administration Update** allows you to report whether you have been using analgesics as outlined within the AUP and list all analgesics used during the past protocol year → Once you have completed **Sections A. – D.**, enter your password within the **Electronic Signature** section → Select the **‘Continue’** button to submit the Renewal form to the AUS Office:

Annual Reviews

Annual Renewal

This *Annual Protocol Renewal* form requests updates on the number of used animals, project status, **Three R's** progress, animal use complications, and analgesia administration.

Please complete **Sections A. through D.** on this page, enter your **Login Password** below and click the **Continue** button to submit this *Annual Protocol Renewal* form to the AUS Office.

The CCAC requires the annual disclosure of 3 R's progress and animal use complications (Sections B & C) specific to the previous AUP year; therefore, please ensure that these fields address all listed aspects. For more information on CCAC's Three R's, link to [CCAC's 3R's Microsite](#) web site.

For any changes that have taken place since the last AUP form submission, please submit a *Protocol Modification* concurrently with this *Annual Protocol Renewal*.

If you require further assistance, please contact the AUS office via auspc@uwo.ca

PI Info

PI_FULL_NAME	Bear, Yogi
CAMPUS_NAME	
ORGANIZATION	Research Western
DEPARTMENT	Animal Care & Veterinary Services
PRIMARY_EMAIL	principalnvstgr62@gmail.com
WORK_PHONE	1234

Protocol Info

AUP_NUMBER	2010-033
DATE_APPROVED	06/01/2009
AUP_TITLE	Cardiocyte Myeloma and its relationship to Acute Colitis
WORKFLOW_LOCATION	AUS

Funding Sources

FUND_TYPE	FUND_SOURCE	FUND_TITLE
Agency	Cancer Research Society Inc.	

General AUP Information appears at the top of the page; You may View/Print the entire protocol document by clicking on the AUP_NUMBER link

Indicates all funding sources listed on your AUP

A. PROJECT STATUS & ANIMAL USE UPDATE AT RENEWAL

Select ONE of THREE statements that accurately reflects the current status of this *Animal Use Protocol* AND provide an ANIMAL USE NUMBER UPDATE for the last protocol year.

NO CHANGES and/or NEW ELEMENTS - not including staff removals - to this AUP have occurred since the last AUS form submission.

CHANGES and/or NEW ELEMENTS - including staff additions - to this AUP not previously submitted WILL BE sent via a Protocol Modification form immediately following approval of this Protocol Renewal form.

Animal-based research associated with this *Animal Use Protocol* is NO LONGER REQUIRED; therefore, please ARCHIVE this AUP.

If animal-based research associated with this *Animal Use Protocol* is no longer required and live animals remain, please indicate their intended final disposition.

Identify the TOTAL NUMBER of animals USED - obtained for and/or involved in this project, including weaned rodents - during the past protocol year.

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This section allows you to indicate the current status of your AUP: NO Changes, Changes will be submitted via Protocol Modification OR Protocol is to be Archived

Select 1 of the 3 Available Options

Answer these two questions should you wish to Archive the AUP

The 'total # of animals used' question is required for All AUPs

Click link to access CCAC Microsite

B. THREE Rs PROGRESS REPORT

For more information on CCAC's Three R's, link to [CCAC's 3R's Microsite](#) web site.

Describe any PROGRESS made with respect to the THREE R's of REPLACEMENT, REDUCTION AND REFINEMENT of animal use during the PAST PROTOCOL YEAR.

Replacement - We have used methods which avoid or replace the use of animals in an area where animals would otherwise have been used. This includes both absolute replacements (i.e. replacing animals with inanimate systems, such as computer programs) and relative replacements (i.e. replacing more sentient animals, such as vertebrates, with animals that current scientific evidence indicates have a significantly lower potential for pain perception, such as some invertebrates).

Reduction - We have employed a strategy that will result in fewer animals being used to obtain sufficient data to answer the research question, or in maximizing the information obtained per animal and thus potentially limiting or avoiding the subsequent use of additional animals, without compromising animal welfare.

Refinement - Over the past year, we have implemented a modification of husbandry or experimental procedures to minimize pain and distress, and to enhance the welfare of an animal used in science from the time it is born until its death.

NO ADDITIONAL ANIMALS WERE REQUESTED during the PAST PROTOCOL YEAR.

NO animals were USED during the PAST PROTOCOL YEAR.

Select these checkboxes if applicable

The Three Rs Progress Report is a CCAC Requirement and therefore you must fill out this section before you are able to save this page

If you have had no animal use over the past year, indicate 'No animal use' within the required field

If no progress was made in respect to the 3R's during the past year, please indicate this within the required field & describe any future efforts to be made

C. ANIMAL USE COMPLICATIONS PROGRESS REPORT

Describe any complications beyond the expected experimental outcomes and end points encountered relative to animal use - e.g. unpredicted outcomes and any unexpected animal pain, distress, or mortality - AND indicate measures being undertaken to resolve these complications for the PAST PROTOCOL YEAR.

No complications were encountered relative to animal use during the past Protocol Year.

If complications were encountered relative to animal use during the past protocol year, outline the complications beyond expected experimental outcomes and end points encountered relative to animal use, AND indicate measures being undertaken to resolve these complications for the PAST PROTOCOL YEAR.

Two of the animals had to be euthanized before the expected end point as they had developed larger tumors than anticipated. We are now measuring the tumors twice daily to ensure that they do not reach a greater diameter than 1 mm. Our monitoring scoring sheets have been updated accordingly.

Check this box if NO complications were encountered relative to animal use during the past protocol year

If you encountered complications, please describe them within the text field and indicate the measures to be taken to resolve the complications.

D. ANALGESIA ADMINISTRATION UPDATE

Were ANALGESICS Administered as outlined within this Animal Use Protocol?

Yes No

If 'YES,' please LIST all Analgesics CURRENTLY USED.

Buprenorphine

Indicate whether analgesics were administered as outlined within your Animal Use Protocol and list all analgesics that are currently used.

Electronic Signature

PASSWORD *****

Enter your password in order to submit the renewal form to the AUS Office

Continue

Return to Home Page

Clear Form

Select 'Continue' only once you have completed the entire form as this will submit your Annual Renewal to the AUS Office (it will no longer be available for editing).

PI Submits Annual Renewal to the AUS Office

PI Submits Annual Renewal to the AUS Office → **Submit Annual Renewal** page → Verify AUP Information → Click ‘**Submit Annual Renewal to AUS Office**’ button:

The Submit Annual Renewal page allows you to verify the AUP information before sending the renewal to the AUS Office

Annual Reviews		PI
Submit Annual Review		
PI FULL NAME	Bear, Yogi	
CAMPUS NAME		
ORGANIZATION	Research Western	
DEPARTMENT	Animal Care & Veterinary Services	
PRIMARY EMAIL	principalnvstgtr62@gmail.com	
WORK PHONE	1234	
AUP_NUMBER	2010-033	
DATE APPROVED	06/01/2009	
AUP_TITLE	Cardiocyte Myeloma and its relationship to Acute Colitis	
WORKFLOW LOCATION	AUS	
FUND_TYPE	FUND_SOURCE	FUND_TITLE
Agency	Cancer Research Society Inc.	

Click Here to Submit your Annual Renewal to the AUS Office

Annual Renewal Review

Annual Renewal Review → The Annual Renewal review process is similar to the review process outlined in **Section 3 – AUP Review & Committee Approval – Workflow Process**. You may track the progress of your Annual Renewal by clicking the **AUP_NUMBER** link in the **Alerts-Annual Renewal** section of your **Home Page** → **Annual Renewal** page → The page is Read-Only; You cannot edit the Annual Renewal page unless it is sent back to you by the AUS Office → Once protocol is returned to you by the AUS Office with **Questions/Recommendations**, you may edit the Annual Renewal Questions → You will receive an email notification (see **Section 3.4 example**) from eSirius once your protocol has been assigned a status during a weekly AUS Committee Meeting.

ALERTS - ANNUAL RENEWAL											
AUP_NUMBER	PRINC_INVESTIGATOR	AUP_YR	APPROVAL_DATE	STATUS	DUE_DAY_#	WORKFLOW_DATE	PROT_MOD_#	FROM	TO	RENEWAL_DATE	ACTION
2010-0004	Bear, Yogi	1	03/11/2009	Approved (w/o Stipulation)						2010	
2010-0002	Bear, Yogi	1	05/01/2009	Approved (w/o Stipulation)						2010	
2010-0003	Bear, Yogi	1	04/27/2009	Approved (w/o Stipulation)						2010	
2010-033	Bear, Yogi	1	06/01/2009	Approved (w/o Stipulation)	18	05/14/2010		PI	AUS	06/01/2010	Requests Review

Click the AUP_NUMBER link to VIEW the Annual Renewal Page

Indicates that you have sent the Renewal to the AUS office

Indicates that the AUS Office will Review the Renewal

B. THREE Rs PROGRESS REPORT

For more information on CCAC's Three R's, link to [CCAC's 3R's Microsite](#) web site.

Describe any PROGRESS made with respect to the THREE R's of REPLACEMENT, REDUCTION AND REFINEMENT of animal use during the PAST PROTOCOL YEAR.

Replacement - We have used methods which avoid or replace the use of animals in an area where animals would otherwise have been used. This includes both absolute replacements (i.e. replacing animals with inanimate systems, such as computer programs) and relative replacements (i.e. replacing more sentient animals, such as vertebrates, with animals that current scientific evidence indicates have a significantly lower potential for pain perception, such as some invertebrates).

Reduction - We have employed a strategy that will result in fewer animals being used to obtain sufficient data to answer the research question, or in maximizing the information obtained per animal and thus potentially limiting or avoiding the subsequent use of additional animals, without compromising animal welfare.

Refinement - Over the past year, we have implemented a modification of husbandry or experimental procedures to minimize pain and distress, and to enhance the welfare of an animal used in science from the time it is born until its death.

NO ADDITIONAL ANIMALS WERE REQUESTED during the PAST PROTOCOL YEAR.

No

NO animals were USED during the PAST PROTOCOL YEAR.

No

Boxes that you did not check appear as 'No'

C. ANIMAL USE COMPLICATIONS PROGRESS REPORT

Describe any complications beyond the expected experimental outcomes and end points encountered relative to animal use - e.g. unpredicted outcomes and any unexpected animal pain, distress, or mortality - AND indicate measures being undertaken to resolve these complications for the PAST PROTOCOL YEAR.

No complications were encountered relative to animal use during the past Protocol Year.

No

If complications were encountered relative to animal use during the past protocol year, outline the complications beyond expected experimental outcomes and end points encountered relative to animal use, AND indicate measures being undertaken to resolve these complications for the PAST PROTOCOL YEAR.

Two of the mice had to be euthanized before the expected end point as they had d

D. ANALGESIA ADMINISTRATION UPDATE

Were ANALGESICS Administered as outlined within this *Animal Use Protocol*?

Yes

Boxes that you checked appear as 'Yes'

If 'YES,' please LIST all Analgesics CURRENTLY USED. Buprenorphine

Revision Information

REVISION NUMBER	0000000002
REVISION DATE	05/14/2010
REVISION STATUS	OPEN
WORKFLOW STATUS	AUS

Indicates that your Annual Renewal form is currently located with the AUS Office for review

[Return to Home Page](#)

[Clear Form](#)

ALERTS - ANNUAL RENEWAL												
AUP_NUMBER	PRINC_INVESTIGATOR	AUP_YR	APPROVAL_DATE	STATUS	DUE_DAY #	WORKFLOW_DATE	PROT_MOD #	FROM	TO	RENEWAL_DATE	ACTION	PRIM_REVIEWER
2010-0004	Bear, Yogi			Approved							Requests Review	
2010-0024	Duck, Donald										Requests Review	
2010-029	Bear, Yogi										Recommended Changes or Approval	Welch, Ian
2010-030	Bear, Yogi											
2010-032	Bear, Yogi										Requests Review	
2010-033	Bear, Yogi	1	06/01/2009	Approved (w/o Stipulation)	18	05/14/2010		AUS	PI	06/01/2010	Changes Requested	
2010-034	Bear, Yogi	1	06/01/2009	Approved (w/o Stipulation)	18	05/14/2010		PI	AUS	06/01/2010	Requests Review	

The AUS Office has returned the Annual Renewal form to the PI with Questions or Recommendations; The PI will also receive an Email Notice from eSirius indicating that an 'Annual Protocol Renewal Submitted by IACUC (AUS) To PI'

Annual Renewal

This Annual *Protocol Renewal* form requests updates project status, **Three R's** progress, animal use compliance, emergency contact information and confirmation of associated with the *Animal Use Protocol* identified at Complete **Sections A. through E.** on this page, enter click on the **Protocol Personnel Update** button below status and live animal activities associated with this.

All Reviewer Recommendation Notes will be sent to you via the AUS Office; These notes appear at the top of the 'Annual Renewal' page under the 'Recommendation Notes' Section

Recommendation Notes

Please provide further detail pertaining to the 3R's Progress Report

PI Info

PI_FULL_NAME	Bear, Yogi
CAMPUS_NAME	
ORGANIZATION	Research Western
DEPARTMENT	Animal Care & Veterinary Services
PRIMARY EMAIL	principalnvstgtr62@gmail.com
WORK PHONE	1234

Protocol Info

AUP_NUMBER	2010-033
DATE_APPROVED	06/01/2009
AUP_TITLE	Cardiocyte Myeloma and its relationship to Acute Colitis
WORKFLOW LOCATION	PI

Once the 'Workflow Location' indicates 'PI', you may edit the Annual Renewal form fields