

Purpose

This document highlights Animal Use Protocol (AUP) review processes that directly involve Principal Investigators (PIs).

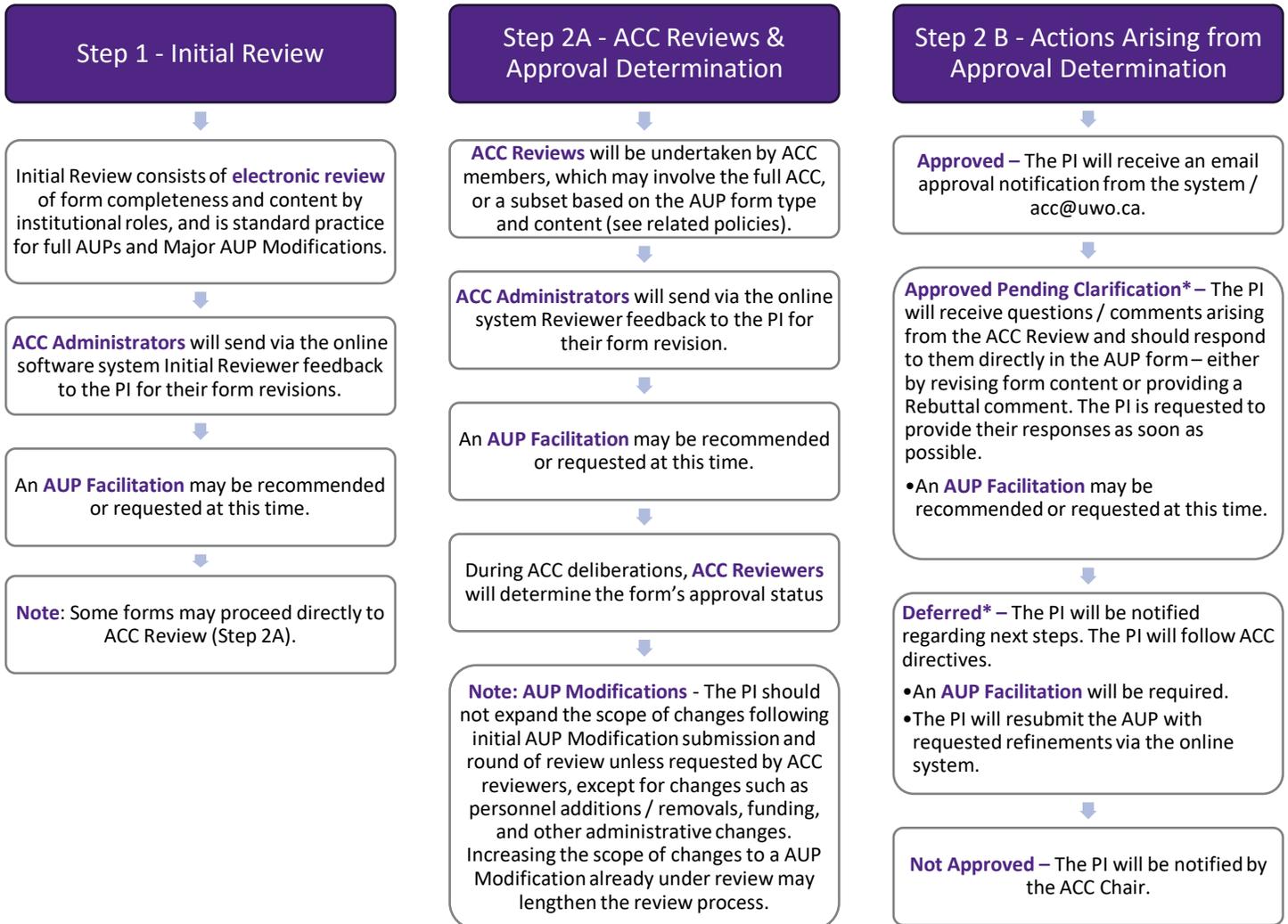
AUP Application Review Types

AUP Forms will undergo one of the following review processes based on the form type and scope:

Review Details	Full Review	Delegated Review
AUP Form Types	Full AUPs Major AUP Modifications	Minor AUP Modifications Annual Renewals
Required Reviewers	Full ACC or the AUP Review Working Group	ACC subset includes subject experts, e.g., ACC Administrator, Veterinarian, Facility Supervisor, Occupational Health & Safety Annual Renewals – Veterinarian, Scientist, Community Rep (Veterinarian only for AUPs with no active animal use)
Review Steps	Steps 1 & 2 (below)	Only Step 2 (below) for most eligible forms
Review Method	Online system + Face-to-Face Meeting	Online system

See POL-002-C for 'Major' versus 'Minor' AUP Modification criteria / See ACC Working Groups Terms of Reference for review type.

The Overall AUP Review & Approval Process



***Post-Revision Reviews** – As applicable, ACC reviews will continue until all outstanding questions and/or recommendations have been resolved.

AUP Preparations and Submission

Related Topics	Full AUP (New, Full Renewal, Pilot Study)	AUP Major Modification*	AUP Minor Modification*	Annual Renewal
AUP Facilitation	In advance of application submission, the PI is encouraged to take advantage of an <i>AUP Facilitation</i> to help in the preparation of their AUP. Email acc@uwo.ca		Not required, but available	Not required, but available
Submission	Submit the AUP via the online system at least 45 days in advance of the target full ACC Meeting, which takes place monthly (normally 2 nd Thursday).	Submit the AUP via the online system well in advance of need.	Submit the AUP via the online system well in advance of need.	Submit responses via the online system by the due date identified in the email notification sent to you.
Related Policy	POL-002-A	POL-002-C	POL-002-C	POL-002-B
Pre-or Co-Submission Requirements & Recommendations	As applicable, Ensure merit review (Scientific or Pedagogical) has been undertaken and approved. Hazards – Obtain institutional OHS approvals Outreach to the Animal Facility Supervisor to discuss animal housing & husbandry requirements. For AUPs following a Pilot Study, attach to the AUP the completed report**	Hazards – Obtain institutional OHS approval	Hazards – Obtain institutional OHS approval	Not required

*See POL-002-C for Major versus Minor AUP Modification criteria / ** See *Pilot Studies Policy* (POL-002-D)