

UBC ANIMAL CARE COMMITTEE

POLICY 026

Extension of Protocols

Date Approved: September 19, 2019

1.0 PURPOSE:

The purpose of this policy is to outline a process that is consistent and transparent for extending protocols when deemed necessary for short periods of time.

2.0 SCOPE:

Under special circumstances, protocols about to expire can be extended for a single three-month period. Special circumstances are where:

- a) a renewal has been submitted and is under review but the protocol will expire while waiting for the review; or
- b) a protocol is coming to an end but a short period of time is still required for completion of the study.

3.0 RESPONSIBILITY:

It is the responsibility of Principal Investigators to ensure that all animals housed at UBC are covered under an approved Animal Use Protocol.

4.0 POLICY STATEMENTS:

- 4.1** For requests of short extensions of renewals to account for submission delays or for not taking into account the time required for ACC review, ACC management could approve up to a three-month extension, provided the protocol or renewal has already been submitted to the ACC.
- 4.2** For requests for longer extensions, or for those requests that do not meet the criteria outlined in 4.1 above, the merits of the request will be reviewed by the Chair/Associate Chair, University Veterinarian, facility Clinical Veterinarian, and PAM team on a case by case basis. Any decision made by this group will be ratified at the next meeting of the ACC. In cases where these extensions are granted, all PI-initiated amendments (excluding administrative amendments) must undergo full ACC review. Up to a three-month extension can be granted under this scheme.
- 4.3** Researchers must not rely on this extension policy as a regular means to renew their protocols. Extensions will be granted in circumstances as outlined above, but will not be granted to researchers who use this policy on an ongoing basis.