2. Pre-Review

Protocols that are submitted by deadline are eligible for pre-review. The clinical veterinarian and Animal Care Committee administrator will review draft animal care protocols and contact the PI with suggested or required changes prior to ACC review.

4. Protocol Reviewed

Protocol is carefully reviewed to verify the goals, objectives, and scientific benefits has appropriate merit. As part of the process, the Animal Care Committee looks to ensure a protocol is compliant and upholds the highest animal welfare standards.

6. Protocol Returned

Reviewer concerns are communicated to the applicant. Protocol is returned to the applicant for revisions and resubmission if necessary. Any response from applicant is directed to the Animal Care Committee for further consideration.



















IF NECESSARY



Protocol Approved

If there are no outstanding issues and protocol meets the satisfaction of the reviewers, the application is approved.



1. Submit Protocol

PI submits protocol to the UBC Animal Care Committee. Researchers must obtain approval from the ACC before initiating any research, teaching, and breeding protocol(s), involving the use of animals. Researchers should review any required personnel and animal training and permits.

3. Protocol Assigned

The protocol is assigned and designated for full committee review for the next convened meeting.

5. ACC Decision

Protocols can be approved, conditionally approved, or assigned provisos. Conditionally approved protocols can start work but must satisfactorily address the outstanding minor items within 2 months. Proviso items must be addressed to the Animal Care Commmittee's satisfaction before work can begin.

EXPECTED REVIEW TURNAROUND TIME: UPWARDS OF 2 MONTHS

The protocol review process greatly depends on the queue of protocols preceding the researcher's submission and the researcher's promptness in responding to revision and clarification requests. Typically, the ACC protocol review process can take upwards of 2 months, so planning ahead is important. Researchers should take this time to review the ACUP website materials, complete required personnel and animal training, and set up billing pre-authorization.