

From the [CCAC Website under Reporting Instructions and Forms](#):

“CCAC-certified institutions are required to report their annual animal data to the CCAC every year and provide specific information regarding the number of animals, the types of projects they were involved in, and the invasiveness of the procedures undertaken.

Institutions are asked to send their annual (January 1 to December 31) data electronically before March 31 of the following year. We would appreciate that all data be submitted by email using our [Excel Animal Use Data Form \(AUDF\) template](#), which assists with the standardization of data collection and analysis.”

While Saint Mary's University is responsible for collating the data and submitting the finalized AUDF to the CCAC, the accuracy and completeness of the animal use data for each approved Animal Use Protocol (AUP) is solely the responsibility of each Principal Investigator.

Principal Investigators must provide the SMU AC Coordinator with a completed Animal Use Data Form annually. In order to ensure this is done successfully:

1. Make sure all personnel on a protocol:
  - a. Are aware of this requirement.
  - b. Know the total approved number of individual animals per species



