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This document outlines the submission and review process for proposed research and teaching activities involving animals. See the flowcharts for submitting a new <u>research</u> or <u>teaching</u> protocol for a summary of this process.

#### PROTOCOL AUTHORS

#### All Principal

contact the Animal Care Committee Coordinator (<a href="mailto:animalcare@smu.ca">animalcare@smu.ca</a>) to first determine if their work falls under the mandate of the SMU Animal Care Committee (ACC). If SMU ACC ethical review is required prior to beginning work, the ACC Coordinator will work with the PI

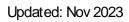
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### 2. Ethical review by the SMU ACC

Protocol submissions are added to the agenda of the next scheduled meeting of the ACC where they are reviewed and, if the Committee is ready to decide, a motion to approve the protocol is voted upon. The SMU ACC reviews all







Justified location change of experiment / of animal housing on the university property			
Justified location change of experiment as per all required field permits			
Change in funding information resulting from new information or from a correction. Note: Chair will also consult with the SMU Research Grants Officer ACC Member on any request relating to funding information.			
A minor change to the procedures, where the effect on animals is equivalent or better, and does not require new skills of the personnel			
A refinement in drug or exposure time			
A refinement to increase the amount of animal monitoring			
A refinement to a less invasive, less distressful, or less painful procedure			
A change of euthanasia method (must also be CCAC acceptable)			
A change in anesthetic agent used (CCAC-acceptable)			
Addition of a hybrid that precludes an increase in the category of invasiveness			
Transfer of animals between AUPs, affecting final disposition information and animal source information			
A change in animal source information			
Reasonable additions of already-approved animals (up to 10%; 20% for fish) with adequate justification (for COI A-Conly)			
A protocol extension beyond expiry date, up to one month			
MAJOR Amendments requires a new protocol number			
A change in species with different husbandry and/or different handling needs			
A protocol extension of more than one month and up to one year (renewal)			
A change in the principal investigator (PI)			
An addition of a research collaborator outside of SMU			
A complex change to the procedures or introduction of a novel change/procedure			
A change to the procedures that increases the level of invasiveness			
A significant addition of already-approved animals (>10%, >20% for fish) in the original non-amended version of the protocol, with adequate justification			
Addition of a new capture technique			

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