

Canadian Mennonite University Animal Care Committee Terms of Reference

1. Purpose

The Canadian Council on Animal Care (hereinafter referred to as “CCAC”) is the national organization that is responsible for setting and maintaining standards for the care and use of animals in science in Canada.

The CCAC requires that institutions conducting animal-based research, teaching or testing establish an animal care committee and that it be functionally active.

Canadian Mennonite University (CMU) is committed to the humane and ethical care and use of animals. To ensure that the highest standards in the care and use of animals for research and teaching are upheld, CMU has established an animal care committee (ACC). These terms of reference guide the work of the CMU Animal Care Committee (CMU ACC).

2. Responsibilities

This committee is responsible to the Vice President Academic, the senior administrator responsible for animal care and use for CMU. The ACC’s Terms of Reference are congruent with the Canadian Council on Animal Care (CCAC) Policy Statement on Terms of Reference for Animal Care Committees (March 2006). The CCAC requires that institutions conducting animal-based research, teaching or testing establish an animal care committee and that it be functionally active.

The committee approves procedures and protocols involving the use of animals for research and teaching under the auspices of CMU. The committee’s operations are governed by these Terms of Reference, but need not be limited to them, and are regularly reviewed to ensure compliance with CMU standards and the CCAC Guidelines and Policies.

The CMU ACC ensures that no University research, testing or teaching program involving animals (including field studies) be commenced without prior ACC approval of a written animal use protocol; no animal may be acquired or used prior to this approval;

- Ensure no animals be held for display or breeding purposes, or for eventual use in research, teaching or testing projects without prior ACC approval of a written animal use protocol;
- Require all animal users to complete an animal use protocol form
- Ensure that each research project has been found to have scientific merit through independent peer review before approving the project; for teaching protocols, the committee will ensure that a review of pedagogical merit has been carried out.
- Review and assess all animal use protocols with particular emphasis on the CCAC policy statement on Ethics Of Animal Investigation and CCAC Guidelines on Animal Use Protocol Review as well as on all other relevant CCAC guidelines and policy statements and, where necessary, require further supportive information from the investigator/teacher or meet with the investigator/teacher to

ensure that all members of the committee understand the procedures to be used on the animals.

The committee must also ensure that all procedures using animals comply with CCAC guidelines and, if at variance, require justification for the variance on scientific grounds;

- Ensure that animal users update their protocols with any modifications they intend to make, and approve any modifications to a protocol before they are implemented.

The committee must ensure that animal users report any unanticipated problems or complications, as well as on the steps they have taken to address the problem(s);

- Review all protocols annually;
- The ACC requires the submission of a new protocol after a maximum of three consecutive renewals;
- Document all ACC discussions and decisions in the committee minutes and on attachments to the protocol forms;
- Ensure that all ACC members and animal users have the opportunity to become familiar with the CCAC Guidelines and CCAC policy statements on: Ethics of Animal Investigation and all other CCAC guidelines and policy statements, federal, provincial or municipal statutes that may apply, as well as CMU requirements.

3. CMU Animal Care Committee Authority

The Senate of Canadian Mennonite University mandates the Committee to approve, reject, propose modifications to or terminate any proposed or ongoing research/scholarship that is conducted within, or by, members of Canadian Mennonite University, using the considerations set forth in the documents providing CCAC guidance and requirements, as well as other reasonable ethics considerations, including discipline-specific ethics guidelines.

The ACC has the authority, on behalf of the senior administrator responsible for animal care and use for the institution, to:

- a) Stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal;
- b) Stop immediately any use of animals which deviates from the approved use, any non approved procedure, or any procedure causing unforeseen pain or distress to animals; and
- c) Have an animal killed humanely if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated.

It must be noted that CMU does not currently, as of 2022, house animals or engage in animal testing of any kind and has no plans for this in the future.

The CMU ACC is the body responsible for determining and working to correct breaches of compliance with approved animal use protocols and SOPs. Breaches of compliance that cannot be corrected by the ACC working with the concerned animal users and Consulting Veterinarian will be referred to the senior administration, which will inform

all members of the animal care and use program about sanctions that will be taken by the administration in the event of serious breaches of compliance.

As the ACC is generally not present when animal use protocols are being undertaken, the committee must work with the members of the veterinary and animal care staff to ensure compliance with its decisions and with the conditions set out in approved protocols. The Consulting Veterinarian will work in a collegial manner with animal users and attempt to correct deficiencies collaboratively. Where there are persistent breaches of compliance or threats to the health and safety of personnel or animals, these will be reported back to the Chair of the ACC, and the Chair and ACC will promptly address these issues, through communications with the animal user(s), meetings and site visits, and eventually communications with the senior administrator, as necessary.

The ACC delegates the Consulting Veterinarian the authority to treat, remove from a study or euthanize, if necessary, an animal according to the veterinarian's professional judgment. The veterinarian will attempt to contact the animal user whose animal is in poor condition before beginning any treatment that has not previously been agreed upon, and will also attempt to contact the ACC Chair, but the veterinarian will have the authority to proceed with any necessary emergency measures, whether or not the animal user and ACC Chair are available. A written report will be sent by the Consulting Veterinarian to the animal user and to the ACC following any such event.

The Consulting Veterinarian and ACC may also choose to delegate certain responsibilities to one or more senior animal care staff member(s).

4. Composition

Chair: The Chair is appointed by the CMU Vice-President Academic. This must be a person knowledgeable about the application of the University's animal ethics review policies and procedures. The Chair is a voting ACC member.

Vice-Chair: The committee may select from amongst its faculty membership a Vice-Chair, who will assist the Chair in their duties and will act as Chair if that person is unavailable.

Committee members:

At minimum, and subject to annual review by the ACC, the committee will consist of:

- Two scientists and/or teachers experienced in animal use or care representing the departments in which animals are used in research (Biology)
- One institutional member who does not use vertebrate animals in their research or teaching
- A Consulting Veterinarian
- Student to be appointed annually by the Science Students Association, upon the recommendation of the ACC

- Biology Laboratory Steward
- Representative from CMU’s Health and Safety Committee
- One Community Representatives, chosen from amongst appropriate community bodies, such that the person has no professional or personal affiliation with the University’s researchers, but is knowledgeable in animal welfare. The appointment is for a maximum four-year term with the option to renew once.
- ACC Coordinator

Notes on ACC Composition:

- ACC members who are members of faculty are normally appointed for three years (maximum term of four years), renewable to a maximum of eight consecutive years of service. This does not apply to ACC members who are part of the ACC because of their role with the institution, i.e., veterinarian, animal care coordinator. A former member who has been off the committee for at least three years may be reappointed for another term.
- Upon the recommendation of the Chair, CMU’s VP Academic may appoint one or two members on an *ad hoc*, temporary basis (usually for the review of a single proposal) to participate in the review of proposals requiring specialized knowledge or involving other unusual ethical concerns. Such temporary committee members will have a vote, but only regarding the specific proposal(s) for which they have been asked to participate. Such persons need not be members of the University community.
 - ACC members may meet more than one of the criteria listed above (eg. Represent both a Health and Safety representative and be the Lab Steward).

5. Quorum, Meeting Attendance, and Minutes

- a) The CMU ACC will hold a minimum of two meetings in each academic year. Additional meetings will be scheduled as needed.
- b) The meeting quorum shall be the majority of the CMU ACC members and include the Chair, the Consulting Veterinarian, and the Community Representative.
- c) Decisions will be made by consensus.
- d) Any ACC member who cannot attend a meeting shall send their regrets and, if appropriate, their comments relating to protocols under review.
 - a) Documentation of CMU ACC deliberations

For proposal reviews, the minutes shall clearly document the decisions, any dissents, and the reasons for them. Although proposal deliberation minutes are generally confidential, such minutes (or relevant portions of them) shall be accessible to all CMU ACC members (unless they relate to projects which they have submitted), authorized administrative assistants, and the CMU Academic Office. Minutes may be made available, when requested, to the Canadian Council on Animal Care.

6. ACC Roles

a. CMU Vice President Academic and Academic Dean:

CMU's VP Academic is the senior administrator at the university who is responsible for the animal care and use program. The VP Academic will work with Academic staff to ensure that appropriate standards of animal care and use, as defined by the CCAC, are met. The VP Academic is responsible for the implementation of the CMU ACC policies and associated documents. The CMU ACC reports to the VP Academic.

The VP Academic must ensure that:

- i) There are mechanisms in place to ensure that the proposed animal-based work has merit.
- ii) An appropriately composed and well-functioning CMU ACC is in place for the institution, according to the most recent version of the CCAC policy statement Terms of Reference for Animal Care Committees. The VP Academic's office will provide the CMU ACC with sufficient administrative assistance to ensure that adequate record keeping is maintained and that proposals are processed.
- iii) Animal users are well informed with regard to all aspects of the Animal Care and Use Program, and understand that using animals is a privilege that is granted with the understanding that institutional, provincial, and national standards with respect to animal care and use, including CCAC policies and guidelines, are followed.
- iv) An adequate training program is available to the university's animal users.
- v) A sound structure is in place to support a solid program and foster good communication between the animal users, CMU ACC, the Consulting Veterinarian, and to normally have them address differences of opinion without calling upon the VP Academic. However, where serious differences of opinion cannot be resolved, the VP Academic must be prepared to address this.
- vi) Institutional measures are in place to protect all those who may be exposed to animals from related hazards, by implementing a complete Occupational Health and Safety Program.
- vii) The institution prepares appropriately for every CCAC assessment visit, and that it has each of the elements listed above in place. The VP Academic should also ensure that the members of the Animal Care and Use Program, including the VPA themselves, are available to answer the CCAC's questions and that comprehensive responses are provided in a timely manner to address CCAC recommendations about institutional program deficiencies.
- viii) Develop a crisis management program for the animal facilities in conjunction with any general institutional crisis management plan(s). The Institutional Crisis Management Program should address threats unique to the animal use program.
- ix) Ensure the administration and implementation of scientific merit review and pedagogical merit review processes.
- x) Ensure the implementation of procedures for post-approval monitoring of approved protocols.

To accomplish this, the CMU ACC may provide periodic opportunities for education on animal research ethics to its own members and to members of the University's research community.

The CMU animal care program will achieve and maintain a profile within the University and in the greater community to demonstrate the University's efforts in promoting animal welfare and to allay some of the public concerns regarding animal experimentation. To accomplish this, with the support of the VP Academic, the CMU animal care program will be open to developing and maintaining communication with animal welfare organizations. The CMU animal care program should be prepared to cope with community criticism, which may develop from time to time.

b. Responsibilities of the CMU ACC Chair

It is the responsibility of the CMU ACC Chair to ensure that the committee interacts with investigators in a spirit of collegiality.

In addition to such other responsibilities as may be delegated to the Chair of the CMU ACC, they are responsible for:

- i) Chairing the meetings;
- ii) Reviewing all proposals received by the CMU ACC;
- iii) Signing proposal approvals;
- iv) Consulting as required with investigators and other relevant individuals as required; Ensuring that the CMU ACC meets at reasonable, scheduled, publicized time intervals;
- v) Appointing *ad hoc* temporary CMU ACC members as required;
- vi) Consulting with the Community Representative and/or the Veterinarian in the event that they cannot attend a meeting;
- vii) Participating in the CMU ACC and University ethics educational undertakings;
- viii) Ensuring that problems arising with these *Terms of Reference* are noted for the purpose of future revision, and that such revision occurs as required; and
- ix) Ensuring that required CCAC reports are submitted.

c. Responsibilities of the Veterinarian

- a) The Consulting Veterinarian is responsible for:
 - i) Providing advice on the overall direction of the University's Animal Care and Use Program;
 - ii) The provision of veterinary and animal health care services and ensuring that animal welfare needs are identified;
 - iii) Supporting and facilitating the research program, and assisting the CMU ACC to ensure compliance with applicable requirements;
 - iv) Reviewing all proposals received by the CMU ACC;
 - v) Signing off on approved protocols, either electronically or manually; and

- vi) Assisting the CMU ACC to ensure that University policies on the care and use of experimental animals are being implemented appropriately throughout the institution.
 - vii) Submitting two formal veterinary reports per year to the CMU VP Academic and the CMU ACC.
- b) In addition to such other responsibilities as may be delegated to the veterinarian, they will:
- i) Have the authority to order suspension of any procedures causing unacceptable animal suffering. The intention of the suspension is to allow the Veterinarian to consult with the researcher. In the event that the Veterinarian and the researcher are unable to resolve any conflict arising, the Veterinarian shall have the authority to treat, remove from a study, terminate procedures or euthanize, if necessary, an animal according to their professional judgment.
 - ii) Attempt to contact the animal user before beginning any treatment that has not previously been agreed upon, but the veterinarian must have the authority to proceed with any necessary emergency measures, whether or not the animal user and Chair are available.
 - iii) Have the authority to order the immediate institution of any necessary safety procedures.
 - iv) Be authorized to carry out any necessary laboratory work, to be paid for by the University, for the diagnosis of disease.
 - v) Attend meetings called by the CMU ACC.
 - vi) Undertake professional development activities in order to keep abreast of emerging knowledge and practices in laboratory animal medicine and care.
 - vii) Serve as an expert to CMU ACC on relevant animal care issues, as required.
 - viii) Act as a resource person to Animal Users regarding protocol development.
 - ix) Establish procedures, commensurate with current veterinary standards, to ensure that:
 - I. All due consideration is given to animal welfare, including environmental enrichment.
 - II. Unnecessary pain or distress is avoided.

d. Responsibility of the Community Representative

The Community Representative offers valuable insight regarding animal use from the perspective of the community-at-large. The Community Representative must have no affiliation with CMU and have some demonstrable interest in animals.

- a) They are responsible for:
 - i. Attending meetings of the CMU ACC.
 - ii. Reviewing and considering project protocols.
 - iii. Contributing to the discussions and decisions on all project protocols received by the committee.
 - iv. Signing off on approved protocols, either electronically or manually.
 - v. Acting as a liaison for the CMU ACC with the community.

e. CMU ACC Coordinator (Director of Research Grants)

The CMU ACC Coordinator must:

- a) Provide administrative support for the activities of the CMU ACC.
- b) Document all CMU ACC Protocol Review Committee discussions and decisions in the committee minutes and on attachments to the protocol forms.
- c) Act as a resource for the CMU ACC Chair, CMU ACC, and Consulting Veterinarian.
- d) Prepare the CCAC reassessment documentation.
- e) Maintain liaison with the CCAC Secretariat and with provincial authorities where applicable and submit animal use information in the CCAC Animal Use Data Form (AUDF) format for all protocols annually and also in pre-assessment documentation. Submit the yearly AUDF to CCAC.

f. All University Researcher/Scholar/Instructor (PI) Responsibilities:

- a) PI's are responsible for designing and carrying out their research, teaching or testing activities in accordance with the Applicable Requirements, which include:
 - i) Seeking peer review of their proposal, if not already in place.
 - ii) Ensuring an approved Protocol is in place prior to initiation of work or acquisition of Animals.
 - iii) Ensuring Protocols are adhered to as approved.
 - iv) Ensuring Research Personnel are appropriately trained including educating Research Personnel in the rationale for and implementation of Applicable Requirements; and ensuring that Research Personnel working under their supervision respect and observe Applicable Requirements and conduct projects as they have been approved by the CMU ACC.
 - v) Serving, as may be reasonably required, on the CMU ACC as the CMU representative.
 - vi) Implementing the principles of the 3R's in their research design.
 - vii) Submitting reports as required.
- b) All members of the university community (faculty, staff, students) who conduct research, scholarship or teaching activities involving non-human vertebrate animal subjects have the responsibility to:
 - i) Familiarize themselves with the documents providing Canadian Council on Animal Care guidance and requirements, as well as any relevant disciplinary and regulatory ethics guidelines and legislation, and to abide by these.

- ii) Consider and resolve satisfactorily any ethical issues raised by the project they plan to undertake, consulting as appropriate with colleagues, instructors and members of the CMU ACC.
- iii) Not undertake any project involving animal subjects without obtaining the necessary approval.
- iv) Ensure that proposals submitted for review are complete and describe all aspects of the project relevant to ethics review.
- v) Disclose in their proposals any real or apparent conflicts of interest regarding the potential uses of the research findings.
- vi) Ensure all ethical undertakings made in the proposal are honored in the conduct of the approved project, both by themselves and by persons under their supervision.
- vii) Comply with all undertakings, reporting procedures and monitoring procedures that form the conditions of project approval.
- viii) Disclose to the CMU ACC in their proposals any procedural complications which have occurred in the past and may be reasonably expected to occur again. Any adverse subject responses to the research that exceed the level anticipated must be disclosed prior to renewal or approval of a new protocol. Animal users must report any unanticipated problems or complications, as well as the steps they have taken to address the problem(s), to the CMU ACC as soon as possible.
- ix) Have each protocol reviewed annually.
- x) Undertake and update relevant animal user training. It is the responsibility of all animal users at CMU to comply with the Canadian Council on Animal Care *Guidelines on Institutional Animal User Training* (CCAC 1999).

g. Departmental Responsibilities

- a) It is the responsibility of each University department, program or affiliated institution or college within which non-human vertebrate animal research is conducted to:
 - i) Ensure that all Departmental faculty and staff are aware of these *ACC Policies and Procedures*, and that students and research assistants who are expected to design and/or conduct projects covered by these *Policies* are informed of them as well.
 - ii) Ensure that for teaching programs, the course has been reviewed with respect to the pedagogical merit of using live animals.
 - iii) Abide by the University's *Policies and Procedures* for ethics review.

7. CMU ACC Protocol Submission and Review

Peer Review

Prior to the ACC's assessment of proposals for ethics and to ensure that the highest standards in the care and use of animals for research and teaching are upheld, peer review for scientific or pedagogical merit must take place as a first step.

For teaching proposals, CMU's Curriculum Committee will review and assess protocols for pedagogical merit prior to approval.

For research proposals, an independent peer-review undertaken by a rotating committee of CMU science faculty will occur to review and assess protocols for pedagogical merit prior to approval.

Protocol Submission Process

1. Principle Investigator (PI) will access the relevant submission form from CMU website: <https://www.cmu.ca/academics/research/animal-care-committee>
2. Fully completed application forms are to be typed, then signed by the PI.
3. The application, with all supporting documentation, is submitted to the ACC Coordinator via email. Due to the limited nature of animal work at CMU, applications will be accepted on a rolling basis. The ACC Coordinator will assign the application a protocol number and check the form for completion.
4. The ACC Coordinator will call an official ACC meeting.
5. The ACC will discuss protocols and make decisions on them during full committee meetings, rather than through individual reviews. Comments from committee members who cannot attend the meeting will be considered;
 - The ACC shall attempt to reach decisions by consensus, as opposed to voting;
 - All committee discussions, recommendations and decisions shall be documented in the committee minutes and on attachments to the protocol forms;
 - The ACC Coordinator will notify the principal instructor/investigator in writing of the committee's decision.
 - If desired, either the investigator(s) or the committee may request an opportunity for the investigator to meet with the CMU ACC before a final decision is reached. Investigators may not be present when formal deliberations occur.

Protocol Renewals

- Protocols are approved for one year. For protocols continuing beyond this period, complete the Annual Renewal Form each year and submit it to the ACC Coordinator. The ACC requires the submission of a new protocol after a maximum of three consecutive renewals (i.e., after the fourth year).
- Annual protocol renewals may be delegated to a protocol review subcommittee, which must include at least one scientific member, one veterinarian, and one community representative, one of which should preferably be the ACC chair.

Amendments of Active Protocols

Changes to active protocols are considered *amendments*. Protocol authors should first contact the Coordinator with their intention to amend a protocol to clarify requirements

and effect change efficiently and compliantly. Communication between the Coordinator, the Consulting Veterinarian, and the ACC Chair is essential to the provision and sharing of consistent and valid information and advice.

There are two kinds of amendments: *minor and major*. To amend an approved protocol, the protocol author completes the **Amendment & Renewal form** and completes all applicable sections for an amendment, according to the instructions on the form, and submits to the ACC according to the instructions on the form.

Multiple changes to a single protocol can be requested by completing all applicable sections of a single amendment form. Requested amendments will be determined to be minor or major upon receipt by the ACC Coordinator, Chair and Veterinarian.

- Minor amendments:
 - Minor amendments do not always require a full Committee review. Minor amendments may only require review by the ACC Chair, Coordinator, and Consulting Veterinarian. However, the committee reserves the right to subject a minor amendment to a full committee review at the discretion of the ACC Chair and the Consulting Veterinarian, which will add further time to the review process.
 - Descriptions of minor amendment examples are:
 - Administrative corrections that do not alter the invasiveness or goal of the original protocol
 - Modification of the title of the protocol that does not alter the original goal
 - Adjustments to number of animals used, to correct for the impact of other approved changes on a related protocol
 - Removal of non-essential research personnel who have left study
 - Justified location change of experiment as per all required field permits
- Major amendments:
 - Major amendments require a full Committee review and are considered at the next scheduled meeting of the ACC following amendment submission. In special circumstances where the PI has clearly demonstrated that this will negatively impact scientific/pedagogical merit, the Chair, in consultation with the Consulting Veterinarian and Community Member, may decide to conduct the review remotely, under the same quorum and approval constraints as the in-person ACC meetings. Major amendment requests must include full details of the changes along with necessary documentation. Any request to amend a protocol in conjunction with renewal requires the review of the full Committee.

- Descriptions of major amendment examples are:
 - 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 PI
 - An addition of a research collaborator outside of CMU
 - A change to the research or teaching methods that increase the level of invasiveness
 - Addition of a new capture technique
 - Substantial number of smaller modifications to a single protocol (may require submission of a NEW protocol)
 - A change from survival to non-survival
 - Change(s) to procedure that may induce increased pain or distress

In the case that the amendment request is approved, a Notice of Approval is issued to the PI, along with an official copy of the approved amended protocol with new number. The newly amended protocol number is generated by appending the appropriate suffix to the original number, from the series {A, A2, A3, etc.} according to the number of times it has already been amended, the new protocol and number cancels its precursor protocol. It is the responsibility of the PI to display information, inform relevant personnel of any change, and communicate with the other necessary parties regarding the change.

Appeal Process

In the event that a protocol application is not approved by the ACC, the ACC will detail the reasons in writing to the PI of the protocol. If the PI disagrees with the decision and reasons stated, they may appeal in writing to the ACC specifying the decision being appealed and the reasons for the appeal. If the ACC review of the PI's appeal confirms the original decision, the PI may only launch a further appeal on the grounds of allegations that improper process was followed by the ACC in arriving at the decision, or if additional information is available that was not evident during the ACC decision-making process. In this case, the PI may submit an appeal request to the Academic Office, who will review the proposal and decision. The CCAC may be called upon for information purposes; however, appeals cannot be directed to the CCAC.

8. Post-Approval Monitoring Program

The ACC is responsible for ensuring compliance with its decisions and with the conditions set out in approved protocols and Standard Operating Procedures (SOPs). The steps taken to ensure compliance comprise CMU's Post-Approval Monitoring (PAM) Program. Since CMU does not have any animal facilities or do any live animal procedures on site, the PAM Program is relatively minimal. CMU's animal-related work currently only consists of minimal field work and work with another institution. It will be

communicated to the animal user that personnel working with animals must report animal incidents to the ACC promptly. The CMU ACC will report on Major Animal Welfare Incidents to the CCAC within 10 days.

The ACC will carefully consider the proposed animal use and agrees on a defined PAM Requirement for each approved protocol as part of the motion for its approval and this is communicated clearly on the Notice of Approval (NOA) to the PI. The PAM involves members' real-time visits to observe the approved practice at a mutually convenient time as coordinated by the ACC Coordinator. For remote PAMs the Committee asks for PIs to provide photos and videoclips to demonstrate approved field practices as described in AUPFs and SOPs. A combination of onsite and remote PAM monitoring practices and Consulting Vet feedback collectively constitutes a post-monitoring approval program. Feedback permits opportunities for real improvement and refinement of animal use, animal care, record-keeping, communications, training, and in the Committee's ability to fulfil its responsibility to determining and working to correct breaches of compliance most effectively by the Committee.

The ACC is generally not present when animal use protocols are being undertaken. Therefore, the committee must work with the animal users to ensure compliance with approved protocols and SOPs. Copies of all approved protocols and SOPs will be readily available to animal users and staff. While the committee will work in a collegial manner with animal users and attempt to correct deficiencies, where there are persistent breaches of compliance or threats to the health and safety of personnel or animals, these must be reported to the ACC Chair.

The Chair and ACC must promptly address these issues, through communications with the animal user(s), meetings and site visits. Breaches of compliance that cannot be corrected by the ACC working with the concerned animal users and Consulting Veterinarian will be referred, with recommended penalties, to the Vice President Academic. The VP Academic is responsible for follow up and appropriate remedies and must inform all members of the animal care and use program about sanctions that will be taken by the University in the event of serious breaches of compliance.

9. Pilot Studies

The CMU ACC should encourage the use of pilot studies with few animals when new approaches, methods or products are being tried, before approving new, large scale protocols. Subsequent protocols based on the pilot studies must include a summary of the results of the pilot study.

10. Animal-based Projects Involving other Institutions

Most animal use is undertaken by investigators and teachers working within their own 'home' institutions and overseen by their local ACC(s). However, in certain cases, investigators and teachers undertake animal use in one or several 'host' institutions. In other cases, various parts of an animal-based project are carried out by several

institutions. In such situations, the CCAC Policy on Animal-Based Projects Involving Two or more Institutions must be followed to understand how collaborative animal-based projects should be prepared by investigators and teachers and overseen by institutional ACCs.

11. Non-research animals on campus

If animals, i.e. fish, are part of a public display or purchased with institutional funds, or in any way work-related (fish in a tank where aquatic plants are held, for example) then institutional approval is needed. Service animals are permitted on campus with a certificate. Animals that are not in an enclosed system should be approved through the CMU Health and Safety Committee.

12. Release of Research Funds

Funds for research activities directly involving animal use will not be released until all relevant ethics certification is in place. In the case of funds to be used for preliminary project-related activities not requiring ethics review (i.e., salaries, equipment, material and supplies, travel), that portion of the grant funds identified for these purposes may be released to the researcher. Researchers may submit a Request for Preliminary Access to Grant Funding before Activity Requiring Ethics Approval is Undertaken (PRA) form (obtainable through the CMU Research Office), which will be reviewed by the CMU ACC Executive Committee. If the Executive Committee is confident that the funds will be used only for preliminary project-related activities not requiring ethics review (i.e., salaries, equipment, material and supplies, travel), that portion of the grant funds identified for these purposes will be released to the researcher. According to Tri-Council policy, for federally-funded research full ethics approval must be obtained within 6 months of the start of the funding term.

Review and approval are required whether the work is undertaken by faculty, staff or students; whether or not it is funded by or jointly conducted with outside agencies; whether it is funded or unfunded; whether it is conducted inside or outside Canada; whether or not it is intended for publication; whether or not it is a pilot study; whether or not it is conducted as a pedagogical exercise; and regardless of the number of subjects involved. Contract research must also be approved.