

User Manual – Principal Investigators, Assignees and Departmental Chairs

Animal Utilization Protocol

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Animal Care Services and CCS Web Solutions

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User Manual

University of Guelph Animal Utilization Protocol system is a Web platform that allows authorized users to submit Animal Utilization Protocols (AUPs), amend, renew and view AUPs, electronically review AUPs, and access this information from local and remote locations.

Roles

The system offers different roles for every user. The roles are described below:

The Principal Investigator (PI)	User in charge of the AUP who is responsible for filling In the application.
Assignee	User who is designated by the PI to complete or amend an AUP
Participant	Users who participate in the AUP, such as technical staff or a veterinarian, this user can see an AUP submitted by a PI.
AUP Coordinator	User who has the ability to assign reviewers and moves an AUP through the approval process.
ACC Reviewer	User who performs a review of the submitted AUP and provides comments to the AUP Coordinator.

Main Functionalities

As we mentioned previously the system is managed in different levels depending on the role of the user. This document will describe the main functionalities of the system for Principal Investigators, Assignees and Participants. Functionalities for the AUP Coordinator and ACC Reviewers are described in another document.

1. Registration

Front Page View

Roles Involved: Any user has access to the front page.

Description: The front page offers Login, Create new account or Request new password.

Please note: if you have a University of Guelph email account, you don't need to create a new account, simply login with your University of Guelph central login ID (same as your email account). If

you have a University of Guelph central login ID, please skip down to page 6 “How to login with a University of Guelph account.”

How to create new Account (Non-University of Guelph)

Users without a University of Guelph account need to register and then confirm by following a link received on their e-mail and updating their personal information:



To get started, please [log in](#) to manage your AUPs.

Create new account

Home

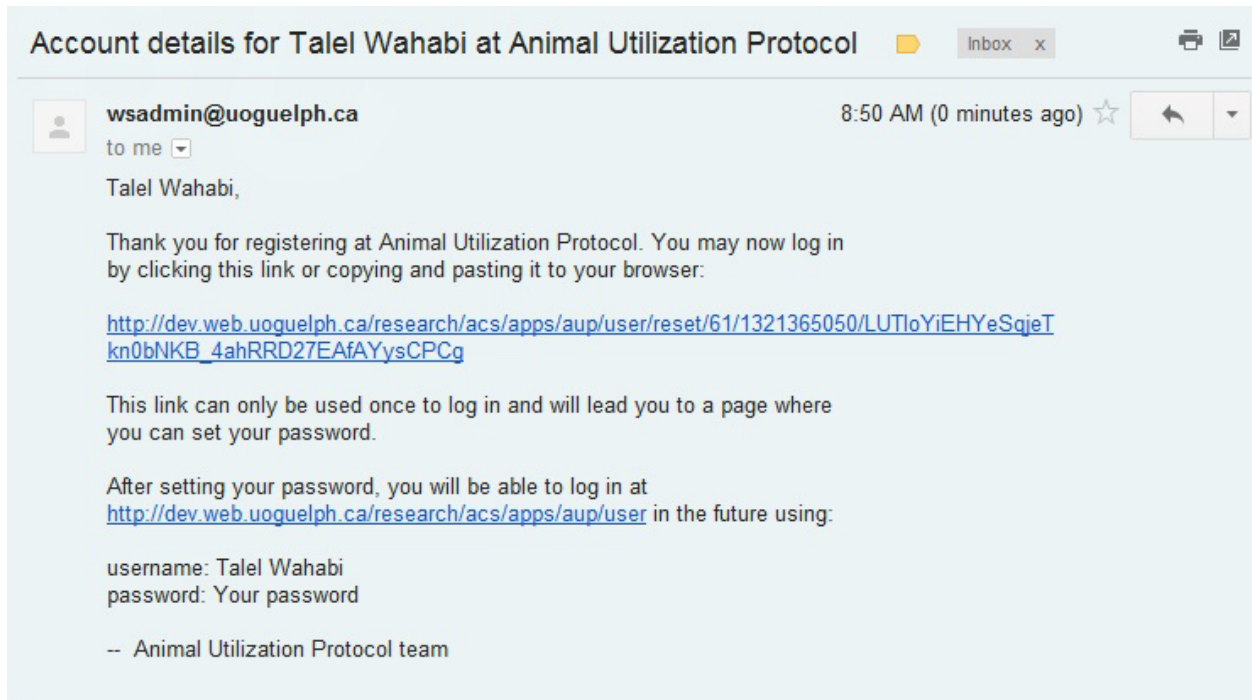
Common Name *

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.



Please be prepared to update your password, as this link can only be used once to log in and will lead you to a page where you can set your password. **Please note that only non-University of Guelph accounts can update and change their password.**

Please be sure to update your profile and add all your qualifications.

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

[View](#) [Edit](#) [Devel](#)

Talel Wahabi

Last Name

First Name

Common Name *

Department

Phone

Qualifications

Please provide a quick summary of your qualifications.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password
 Password strength: _____

Confirm password

To change the current user password, enter the new password in both fields.

Picture

Upload picture
 No file chosen
 Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.

Locale settings

Time zone

 Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

How to Login with a University of Guelph Central Login ID:

For users with University of Guelph account, there is no need to register, just login with your central login ID. Your password is the same as your central login ID and cannot be changed in this system.

UNIVERSITY OF GUELPH

Animal Utilization Protocol

search: Web Directory Library

Home

CHANGING LIVES IMPROVING LIFE

Log In

✓ To get started, please [log in](#) to manage your AUPs.

Create new account Log in Request new password

User account

Username *
admin
Enter your Animal Utilization Protocol username.

Password *
.....
Enter the password that accompanies your username.

Log in

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User Profile:

On your first login, and any time information changes, please your personal information which includes your training and qualifications.

To access your profile to update, click "my account" and then click edit to modify.

In your profile, the following information is included:

- First name
- Last name
- Common name - **this is the name that will be displayed in the system for people to select when you are added to an AUP
- Department
- Phone - can be your University extension
- Qualifications – this is any qualifications, training, continuing education, professional designations, organizational memberships, etc. that may apply to your animal research in terms of qualifications and training. Please include dates on any information included to ensure only up-to-date information is considered.
- Species – this is/are the species you work with in research. If you work with more than one species, please separate species with semi-colons.
- Area of Research – this is your general area of focus for your research and may be similar to your department.

Your user profile information has several uses within this system:

- It can be viewed by any other member of an AUP to see what individual qualifications are.
- It can be viewed by ACS/ACC staff to ensure training qualifications have been met.
- It can be searched by ACS staff to find all researchers using particular species or areas of study.
- It can be searched by the Scientific Merit Gatekeeper to find reviewers who specialize in an area of study or species.

The screenshot shows the user profile page for Talel Wahabi. The header includes the University of Guelph logo and the title 'Animal Utilization Protocol'. Navigation links include 'Home', 'Create AUP', 'My AUPs', 'My account' (circled in red), and 'Log out'. The profile information is as follows:

Field	Value
Last Name	Wahabi
First Name	Talel
Common Name *	Talel Wahabi
Department	CCS Web Solutions
Phone	52869
Qualifications	Computer Sciences

Below the qualifications, there is a note: 'Please provide a quick summary of your qualifications.' and a 'Current password' field with a message: 'The password cannot be changed using this website'.

Note: It's the user responsibility to update his/her personal information.

2. How to Become a Principal Investigator (PI)

Roles Involved: Participant (authenticated user) and the Principal Investigator (PI)

Please take in consideration the next steps for your application

Step 1: Click on Become a PI.

✓ Welcome! Please take a moment to fill out your [user profile](#).

Submit a request to become a PI?

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After you click “submit” you receive this message:

✓

- You have successfully submitted your request. You have to wait for ACC approval.
- PI Request *PI-twahabi* has been created.
- Welcome! Please take a moment to fill out your [user profile](#).

Talel Wahabi

Last Name:

Wahabi

First Name:

Talel

Common Name:

Talel Wahabi

History

Member for

7 sec

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And you will receive an e-mail notification to confirm that you submitted your request.

Step2: After the AUP Coordinator approves your request, you will receive an e-mail notification and you will have access to the link to create AUPs.

3. How Create an AUP:

Roles: Participant (Authenticated user) and the Principal Investigator (PI)

Before you create your AUP, ensure that all the participants and people involved in this AUP are registered in the system and they have updated their profiles.

Assignee: a person to help you to complete AUP form. The assignee will have the capability to manage this AUP on the PIs behalf.

How To Add Non-Registered Personnel in the System:

In the event a person involved or to be listed on an AUP is not registered in the system, this can be handled in one of the following ways:

1. If the individual is associated with the University and can be contacted, please contact them and request they log into the system and registered, after which they can be added to the AUP.
2. If the individual is an external individual, does not have access to a computer to log in or cannot be contacted by the PI or assignee, a user ID may be created administratively. In this case, please email acc@uoguelph.ca with the person's name, position and email address (if available) to ask that an account be created. Once the account is created, the person can be added to the AUP.

Click "Create AUP".

The screen below will then come up. Fill in the information appropriately.

Click "save" and ensure the file saves so that it can be left and completed later, if necessary.

Designating an Assignee

Please note: If you are a PI who is initiating an AUP for an assignee to complete, you must fill in the minimal following information, save the AUP, and then the assignee can log in and complete the form on your behalf.

Please note: It is not required that an assignee be designated on an AUP. This is an option for those PIs who wish to give the responsibility and access to another individual, be it a graduate student, technician, or other member of the project to fill in and amend the AUP.

Assignees can only fill in AUP information. The responsibility of signing and submitting the AUP (and therefore taking responsibility for the AUP) will always fall to the PI. An AUP will not be submitted for review until the PI signs and submits the AUP in the system after the Assignee has filled it out.

Section 1: Background

Minimal information required by a PI to begin an AUP and turn it over to an Assignee:

- PI user ID
- Assignee user ID
- Project Title
- Purpose of Use
- Classification
- Pilot Study question

Once this information is filled in and the PI clicks “save”, the assignee will receive the following email message:

Hello,

A principal investigator has identified you as an assignee on their AUP. This means that they have given you the capability to manage the AUP on their behalf. To access the AUP please follow the following link:

<http://dev.web.uoguelph.ca/research/acs/apps/aup/user/login?destination=node/1199>

Animal Utilization Protocol

UNIVERSITY OF GUELPH

SEARCH | LINKS | DIRECTORY | LIBRARY

Home

CHANGING LEVIES IMPROVING LIVES

Create AUP | EHS | Scientific Gatekeeper | Pedagogical Gatekeeper | AUP Admin | My AUPs | My account | Log out

Section 1: Background | Section 5: Personnel | Section 6: Animals
 Section 8: Procedures | Section 9: Appendices | Review

Status
 Initial

Section 1: Background

Principal Investigator or Instructor *

Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central directory](#) service. The user's central login id is the portion of the email address before the '@uoguelph.ca'.

Assignee

Optionally, please select an assignee to help you to complete AUP form. The assignee will have the capability to manage this AUP on your behalf.

Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central directory](#) service. The user's central login id is the portion of the email address before the '@uoguelph.ca'.

Project Name *

Enter a title that is descriptive for your project and include the species.

Project Category
 -- None --

Please note that for using the Central Directory: this can be used to identify a person's user ID. However, until they have logged into the AUP electronic system using their central log in ID (or create an external ID), they cannot be added to an AUP.

If a form is completed by an assignee, it must be approved by the PI before it can be submitted to the Department Chair for signature and submission to the ACC for review.

To complete the AUP form completely, continue filling out all questions in the form.

Section 2: Lay Summary

Section 2: Lay Summary

Research problem(s) or instructional principle(s) this project addresses (Background and Objectives)

Submitting an AUP to get screen shots for Chair stuff

Anticipated impact (specific), potential benefits to human and/or animal welfare (Relevance of Research or Instruction)

Getting manuals ready

Section 3: Funding Information and Scientific or Educational Merit Review

Section 3: Funding Information and Scientific or Educational Merit Review

Has funding been approved for this study?

Teaching/Display/General Operating Protocols (No funding required.)

Granting Agencies

- None -

If you specified other, please provide further details

Funding Source(s)

Title of Grant

Grant Timeline

Start Date

E.g., 2012-05-23

End Date

E.g., 2012-05-23

Attachments

Please attach relevant portions of the grant(s) or applications(s) that provide background information on the research problem, as well as detailed animal care and procedural information.

Add a new file

Browse... Upload

Files must be less than 20 MB.

Allowed file types: pdf doc docx.

Please attach a copy of the internal University review letter(s)

Add a new file

Browse... Upload

Files must be less than 20 MB.

Allowed file types: pdf doc docx.

Extra Comments or Recommendations

Please include any additional information related to your peer or pedagogical review process, i.e. suggested reviewers, notes on outstanding processes, etc.

When you upload a file be sure to click "upload" after you select the file from its saved location. In case you need more items just click on "add another item".

Section 4: Hazards

Section 4: Hazards

Does your project involve any hazardous materials or situations? *

Yes

No

E.g. Projects involving radio-isotopes, carcinogens, chemical agents, pathogens, or possibility of electroshock.

Radio-Isotope(s)

Carcinogen(s)

Chemical(s)

Pathogen(s)

Pathogen contagious to

-- None --

Other

E.g. Electroshock

Specify what special animal care or human precautions (e.g. protective equipment) is required because of the hazard(s) involved

EHS Approval Date

Date

E.g. 2012-04-18

After you click next, the AUP will be created and you will be linked to the edit application to start fill it in.

Section 5: Personnel

The next portion of the form is the Personnel section. Here you will list all persons involved with the AUP.

Please note: Technical staff for all facilities to be used should be listed in the “Technical Staff” section of the AUP. Each facility will have a generic ID to be added to the Technical Staff section as well. These generic IDs will be available on the Animal Care Services website and must be added to each AUP under the appropriate sections.

In the case of large facilities where multiple technicians may work on the AUP, please list the lead technician or foreman, as appropriate. Examples of such facilities include the Central Animal Facility, Arkell Research Station, Ponsonby Research Station, and the Elora Research Station. This applies ONLY to those facilities with dedicated animal care staff and CAN NOT be done if primary care for the animals is provided by research team members. In the event primary care is given by research team members, all persons involved must be listed separately. Additionally, all persons performing specific AUP related procedures must be listed individually in the form.

To add multiple people in each section, click “Add another item” at the bottom of the relevant section to add additional personnel.

Section 5: Personnel

Chair of Department

|raymond [uid:73]

Please add in the appropriate departmental chair user ID. The list of up-to-date Chair IDs can be found on the Animal Care Services Website.

Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central_directory](#) service. The users central login id is the portion of the email address before the '@uoguelph.ca'.

Designated Emergency Contact(s):

+ |supstudent [uid:76]

Please enter the names of the people associated with the AUP who should be contacted in the event of an emergency.

Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central_directory](#) service. The users central login id is the portion of the email address before the '@uoguelph.ca'.

Associate(s):

+ |

Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central_directory](#) service. The users central login id is the portion of the email address before the '@uoguelph.ca'.

Technical Staff:

+ |

Add the User ID of all technical staff or technical specialists involved in the AUP. Also be sure to add the facility User ID for the accommodation and experimental locations. See the Animal Care Services website for a list of up-to-date facility User IDs.

Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central_directory](#) service. The users central login id is the portion of the email address before the '@uoguelph.ca'.

Designated Veterinarian(s):

+ |

The veterinarian who will be attending to the animal health during this project. This person cannot be the PI or other person associated with the AUP work.

Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central_directory](#) service. The users central login id is the portion of the email address before the '@uoguelph.ca'.

Graduate and Undergraduate Students, and Teaching or Research Assistants:

+ |

Enter the User ID of all students and assistants.

Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central_directory](#) service. The users central login id is the portion of the email address before the '@uoguelph.ca'.

Section 6: Animals

After you click next, you will be linked to Animals section of the AUP:

There are 3 steps to the Animal Section that must be entered.

Step 1 is the Animal Details. Here the species, strain, quantity, age, gender, accommodation, experimental procedure locations and who will complete daily observations.

- In the case that the species you need is not listed please contact acc@uoguelph.ca.

▼ **Animal Details**

Quantity	Species	Strain	Age	Age Unit	Gender	Notes
12	goldfish			- None -	Both	

▼ **Accommodation**

Animal Housing Facility
 OVC Primary Healthcare Centre
Please choose the facility where the animals used on this AUP will be housed. If the facility does not appear on this list, please contact acs@uoguelph.ca.

Animal Housing Facility Room Number
 Lobby
This field is optional - if you can or would like to provide the specific room in the approved facility, please do so here.

✚ **Experimental Facility/Area**
 OVC Primary Healthcare Centre
Please select the experimental area where the research or teaching work will occur. If this is the same as the Animal Housing Facility, please select the same facility for the Experimental Facility/Area. If the experimental facility or area does not appear on the list, please contact acs@uoguelph.ca.

Experimental Facility/Area Room
This field is optional - if a specific room in an experimental facility is to be used and is known, please feel free to provide it here.

Remove
Add another item

Who is performing routine daily observations of the animals?
 Both

If research team members or owner are responsible for daily checks, please describe how it will be recorded this is done.
 Facility staff will monitor student daily checks on fish and perform daily checks when no students are in the facility.

Fill in all information about the species. If the project will occur in multiple locations, click “Add another item” for the accommodation section:

▼ **Animal Details**

Quantity	Species	Strain	Age	Age Unit	Gender	Notes
12	goldfish			- None -	Both	

▼ **Accommodation**

Animal Housing Facility
 OVC Primary Healthcare Centre
Please choose the facility where the animals used on this AUP will be housed. If the facility does not appear on this list, please contact acs@uoguelph.ca.

Animal Housing Facility Room Number
 Lobby
This field is optional - if you can or would like to provide the specific room in the approved facility, please do so here.

✚ **Experimental Facility/Area**
 OVC Primary Healthcare Centre
Please select the experimental area where the research or teaching work will occur. If this is the same as the Animal Housing Facility, please select the same facility for the Experimental Facility/Area. If the experimental facility or area does not appear on the list, please contact acs@uoguelph.ca.

Experimental Facility/Area Room
This field is optional - if a specific room in an experimental facility is to be used and is known, please feel free to provide it here.

Remove
Add another item

Who is performing routine daily observations of the animals?
 Both

If research team members or owner are responsible for daily checks, please describe how it will be recorded this is done.
 Facility staff will monitor student daily checks on fish and perform daily checks when no students are in the facility.

If you have multiple species, click “add another item” for the species overall:

The screenshot shows a web form with two main sections: 'Animal Details' and 'Accommodation'. The 'Animal Details' section includes fields for Quantity (12), Species (goldfish), Strain, Age, Age Unit (- None -), Gender (Both), and Notes. The 'Accommodation' section contains fields for Animal Housing Facility (OVC Primary Healthcare Centre), Animal Housing Facility Room Number (Lobby), Experimental Facility/Area (OVC Primary Healthcare Centre), and Experimental Facility/Area Room. Below these are checkboxes for 'Who is performing routine daily observations of the animals?' (Both) and a text area for 'If research team members or owner are responsible for daily checks, please describe how it will be recorded this is done.' The 'Admin Fields' section is partially visible at the bottom. In both the 'Accommodation' and 'Admin Fields' sections, the 'Add another item' button is circled in red.

Please be sure to fill in all information for every species.

Step 2 of the Animals Section is filling out the source/supplier information.

The screenshot shows a multi-step form. The current step is 'Step 2: Specify Animal Source(s) / Supplier(s)'. The first field is 'Indicate the source or supplier' with a dropdown menu set to '- None -', which is circled in red. Below this is a 'Details' section with fields for 'Name of Facility of Colony/Herd/Flock', 'Other AUP Number', and 'Location of Field Study or Client animals to be used'. An 'Address' section follows with fields for 'Donor or Owner of Private Facility Name', 'Company or Private Farm/Facility Name', 'Street', 'City', 'Postal Code', 'Province / State', 'Country', and 'Phone Number'. At the bottom right, there are 'Remove' and 'Add another item' buttons.

Select the source of the animals from the drop down list:

Step 1: Complete Animal Details | Step 2: Specify Animal Source(s) / Supplier(s) | Step 3: Complete Disposition Information

Indicate the source or supplier
- None -

Details

Name of Facility of Colony/Herd/Flock | Other AUP Number | Location of Field Study or Client animals to be used

Address

Donor or Owner of Private Facility Name | Company or Private Farm/Facility Name | Street | City

Postal Code | Province / State | Country | Phone Number

- None - | - None -

Remove | Add another item

Remove | Add another item

The remainder of the fields are required based on the source and may not be required for each type of source. Please fill out according to the directions below:

Client Owned – fill out the field “Location of Field Study or Client animals to be used” by entering the name of the facility where the client animals are located, e.g. OVC Primary HealthCare Centre.

Details

Name of Facility of Colony/Herd/Flock | Other AUP Number | Location of Field Study or Client animals to be used

Address

Donor or Owner of Private Facility Name | Company or Private Farm/Facility Name | Street | City

Postal Code | Province / State | Country | Phone Number

- None - | - None -

Donated – Fill out the Donor name field **and** their address information.

Details

Name of Facility of Colony/Herd/Flock | Other AUP Number | Location of Field Study or Client animals to be used

Address

Donor or Owner of Private Facility Name | Company or Private Farm/Facility Name | Street | City

Postal Code | Province / State | Country | Phone Number

- None - | - None -

From Another AUP – Fill out the Other AUP Number field. Please note that the AUP(s) listed must be current and active. If it will be to an upcoming AUP, please indicate this and provide the PI’s name.

The screenshot shows a web form with a 'Details' section. It contains three input fields: 'Name of Facility of Colony/Herd/Flock', 'Other AUP Number', and 'Location of Field Study or Client animals to be used'. The 'Other AUP Number' field is circled in red. Below this is an 'Address' section with fields for 'Donor or Owner of Private Facility Name', 'Company or Private Farm/Facility Name', 'Street', 'City', 'Postal Code', 'Province / State', 'Country', and 'Phone Number'. The 'Province / State' and 'Country' fields are dropdown menus with '- None -' selected.

Purchased – Fill out the Company name field **and** address information.

The screenshot shows a web form with a 'Details' section. It contains three input fields: 'Name of Facility of Colony/Herd/Flock', 'Other AUP Number', and 'Location of Field Study or Client animals to be used'. The 'Company or Private Farm/Facility Name' field in the 'Address' section is circled in red. The 'Address' section includes fields for 'Donor or Owner of Private Facility Name', 'Company or Private Farm/Facility Name', 'Street', 'City', 'Postal Code', 'Province / State', 'Country', and 'Phone Number'. The 'Province / State' and 'Country' fields are dropdown menus with '- None -' selected.

Privately Owned – Fill out all fields under the “Address” Heading – Owner’s name, Farm/Facility name, and address information.

The screenshot shows a web form with a 'Details' section. It contains three input fields: 'Name of Facility of Colony/Herd/Flock', 'Other AUP Number', and 'Location of Field Study or Client animals to be used'. The 'Address' heading is circled in red. The 'Address' section includes fields for 'Donor or Owner of Private Facility Name', 'Company or Private Farm/Facility Name', 'Street', 'City', 'Postal Code', 'Province / State', 'Country', and 'Phone Number'. The 'Province / State' and 'Country' fields are dropdown menus with '- None -' selected.

U of G Colony/Herd/Flock – Fill in the Field titled “Name of Facility of Colony/Herd/Flock”.

The screenshot shows a web form with a 'Details' section. The 'Name of Facility of Colony/Herd/Flock' field is circled in red. It contains three input fields: 'Name of Facility of Colony/Herd/Flock', 'Other AUP Number', and 'Location of Field Study or Client animals to be used'. Below this is an 'Address' section with fields for 'Donor or Owner of Private Facility Name', 'Company or Private Farm/Facility Name', 'Street', 'City', 'Postal Code', 'Province / State', 'Country', and 'Phone Number'. The 'Province / State' and 'Country' fields are dropdown menus with '- None -' selected.

Wildlife/Field Studies – Fill in the Field titled “Location of Field Study...”

If you have multiple sources for the species, click “Add another item” to add another source:

Be careful not to hit the “Add another item” at the very bottom of the box, as this will add an entire new species!

Step 3 is the Disposition of the animals:

Please fill in all relevant fields for each quantity. For multiple dispositions of animals, click “Add another item” to add another disposition:

The screenshot shows a web form with three steps: Step 1: Complete Animal Details, Step 2: Specify Animal Source(s) / Supplier(s), and Step 3: Complete Disposition Information. Below the steps is a table with the following structure:

Type	Quantity	Details
+ - None -		

Buttons for 'Remove' and 'Add another item' are located to the right of each row. A red circle highlights the 'Remove' button at the bottom of the table, and an arrow points to it from the text below.

Be careful not to click the “Remove” button at the bottom of the page, as this will remove the entire species!

Continue filling out the fields in the Animal Section:

Explain how the total number of animals to be used was determined.

Attach files to explain, if necessary.

Add a new file
 No file chosen
 Files must be less than 20 MB.
 Allowed file types: **txt pdf doc docx odf**.

Indicate consideration given to reduce the use of animals.

Describe the characteristics of the animal that make the species or strain appropriate for the research or teaching objectives.

Attach files, if necessary.

Add a new file
 No file chosen
 Files must be less than 20 MB.
 Allowed file types: **txt pdf doc docx odf**.

If you attach any supporting documentation, Please be sure to click "upload" after you choose your file(s).

Section 7: Experimental and/or Animal Use Endpoint

Fill in the fields with the appropriate information.

▼ Section 7: Experimental and/or Animal Use Endpoint

Expected clinical conditions or abnormalities

None

Indicate any clinical conditions or abnormalities expected or that could arise as a result of the proposed study or teaching exercise (e.g. behavioural changes such as increased grooming, vocalization or postural changes, or physical abnormalities such as anorexia, dehydration, diarrhea, etc.)

Removal Criteria

Mouse is no longer normal as per observation criteria

In terms of species-specific behavioural changes and physiological signs, list the criteria that will be used to trigger the decision to remove an animal from the teaching exercise or experiment, or to terminate the teaching exercise or experiment.

When a health issue or injury unrelated to the experiment occurs, is regular veterinary care appropriate for the animals?

Yes

This question relates to the care of the animals in the event a health issue or injury arises that is not in relation to the experimental or teaching work. If this occurs, can a veterinarian treat the animal as a regular patient (yes) or are there considerations that would impact the experiment or teaching activities (No), e.g. giving anti-inflammatory drugs or applying skin adhesives.

Section 8: Procedures

After you click "next" you will be linked to Procedures section of the AUP:

- Procedures will be added in 3 steps: Animal Information, Procedures and Drugs. Drugs are only to be entered if applicable.

Step 1: Animal Information – add in the species and number of animals to be used.

Section 8: Procedures

On this screen, fill out the species, strain and quantity of animals involved. This could be all or a portion of the number of the species requested in Section 6: Animal Details. All procedures to be performed on this group of animals will be entered in Step 2: Procedures. If there are different numbers of animals for different procedures, you can either:

- a) Click “Add another item” and add the same species with the different number and then enter the procedures or,
- b) Enter the maximum number of animals to be used for the procedures. For example, if 100 mice will have blood collection and 60 mice will be tattooed, enter the number 100 and then list all procedures. Then the actual numbers of animals to be used in each procedure should be delineated in the “sequential description of animal use” box below.

If you click “add another item” on this screen, another line for a different species will be added, with all 3 steps for animals, procedures and drugs available.

Note: fill out all 3 steps (if analgesic/anesthetics drugs apply) for the first species before proceeding to the next species or group of animals.

Section 8: Procedures

The screenshot shows the 'Step 1: Animal Information' form. It has three tabs: 'Step 1: Animal Information', 'Step 2: Procedures', and 'Step 3: Analgesic and Anesthetic Drugs'. The 'Step 1' tab is active. It contains the following fields:

- Species**: A text input field with a dropdown arrow.
- Strain**: A text input field.
- Quantity**: A text input field.

 Below the 'Strain' field is a note: "Please separate strains with semi-colons. Include international nomenclature for strains for Genetically Modified Animals." In the bottom right corner, there is a 'Remove' button and an 'Add another item' button, which is circled in red.

Step 2: Add the procedures for the species listed in Step 1.

The screenshot shows the 'Step 2: Procedures' form. It has three tabs: 'Step 1: Animal Information', 'Step 2: Procedures', and 'Step 3: Analgesic and Anesthetic Drugs'. The 'Step 2' tab is active. It contains the following fields:

- Name of Procedure**: A dropdown menu with '- None -' selected.
- Associated Distress or Pain Level**: A dropdown menu with '- None -' selected.
- Name**: A text input field with a dropdown arrow.
- Extra information**: A large text area for providing additional details.

 There are 'Remove' and 'Add another item' buttons in the bottom right corner. The 'Step 2: Procedures' tab is circled in red in the top navigation bar.

The procedures list has been standardized, with a details bar for specifics below the procedure. In the details box, please either indicate the “other procedure” not on the list, or provide details to general procedures, for example the substance to be injected or the type of surgery to be performed.

Please consider the list of procedures before selecting “Other Procedure” to determine if your procedure fits within one of the standardized list items. For example, administering a drug or experimental substance should always be entered under “Administration of Substance” with the details of the substance and route provided in the details box.

Step 1: Animal Information Step 2: Procedures Step 3: Analgesic and Anesthetic Drugs

Name of Procedure
 - None -
 Please search the list and select a listed procedure where ever possible. Select general procedures and provide details in the "extra information" box below. Select "other" ONLY if the general procedure is not listed.
If you specified other, please provide further details
 Associated Distress or Pain Level
 - None -

Name
 Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central directory](#) service.
 The users central login id is the portion of the email address before the '@uoguelph.ca'.

Remove Add another item

Extra information
 Please provide additional information about the above selected procedure.

Remove Add another item

Please ensure you enter the User ID of each individual who will perform the procedure. Each User ID listed here **MUST** be reflected in Section 5: Personnel or listed as the PI.

Step 1: Animal Information Step 2: Procedures Step 3: Analgesic and Anesthetic Drugs

Name of Procedure
 - None -
 Please search the list and select a listed procedure where ever possible. Select general procedures and provide details in the "extra information" box below. Select "other" ONLY if the general procedure is not listed.
If you specified other, please provide further details
 Associated Distress or Pain Level
 - None -

Name
 Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central directory](#) service.
 The users central login id is the portion of the email address before the '@uoguelph.ca'.

Remove Add another item

Extra information
 Please provide additional information about the above selected procedure.

Remove Add another item

To add an additional person who is performing the procedure, click “Add another item”.

The screenshot shows the 'Step 2: Procedures' section of the web application. It contains several form elements: a dropdown for 'Name of Procedure', a text input for 'Associated Distress or Pain Level', and a list of users with a search bar and a 'Remove' button. A circled 'Add another item' button is positioned at the bottom right of the user list area.

Be careful as to which “Add another item” button is selected. There is one for the people performing the procedure (see above). One to add another procedure and one to add another species (very bottom of the box):

This screenshot is similar to the one above but highlights two 'Add another item' buttons. The upper button is circled and labeled 'New Procedure (same species)'. The lower button is also circled and labeled 'New Species and procedures'. Arrows point from these labels to their respective buttons.

Step 3: if applicable, please add in the relevant information for the drugs to be used in the procedures listed in Step 2.

Step 1: Animal Information | Step 2: Procedures | **Step 3: Analgesic and Anesthetic Drugs**

Drug: Dosage: Dosage Unit: - None - Other Dosage Unit:

Route: - None -

Procedure drug is for and additional Details

Please indicate which procedure(s) this drug will be used for, and provide any additional details about the drug, e.g. frequency of administration, specific properties, etc.

Remove Add another item

Remove Add another item

New drug in same species

New Species, procedures and drugs

Please note that this section is for Anaesthetic and Analgesic drugs to be given in the course of the experimental work or for general care of the animals. Experimental substances and drugs should be listed in the procedures section as “administration of substances” with relevant details provided in the details bar.

The “Additional details” box in the section is for any relevant information to be provided about the Anesthetics or analgesics to be used, e.g. for specific times in the procedures (induction, maintaining the surgical plane or during recovery), information about why the drug is the most acceptable option, If the drug is an alternative to another drug, etc.

When all species, procedures and drugs have been entered, please continue to fill out the sections in Section 8 until all information fields are complete:

Overall Procedure Details

Specify the criteria that will be used to assess the level of analgesia / anaesthesia required.

Give a sequential description of the use of animals in this teaching exercise or research project.

What is the highest distress or pain level associated with any of your procedures?
- None -

Specify the frequency of observations and methods for monitoring the condition of the animals.

▼ Please attach assessment sheets if this is available.

Add a new file

Files must be less than **20 MB**.
Allowed file types: **pdf doc docx**.

List personnel who will be monitoring the animals:

+

Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central directory](#) service.
The users central login id is the portion of the email address before the '@uoguelph.ca'.

Explain refinements that have been made to minimize pain, distress and/or discomfort to the animals, i.e. modified procedures

If you attach any supporting documentation, please ensure you click “upload” after selecting your files.

Section 9: Appendices

After you click "next" you will be linked to Appendices section of the AUP:

Please check all the appendices you need. The associated questions for each appendix checked will open to be answered. **Please respond to all questions**, except those indicated for annual renewals (unless you are submitting an annual renewal, in which case please fill in any changes to the appendix questions and the annual renewal questions).

[Section 1: Background](#) [Section 5: Personnel](#) [Section 6: Animals](#)
[Section 8: Procedures](#) [Section 9: Appendices](#) [Review](#)

Status
Initial - ACC - Review ▼

Section 9: Appendices

[- Appendices](#)

[Appendix 1](#) - CCAC Categories of Invasiveness in Animal Experiments (A-E)

[Appendix 2](#) - CCAC Social & Behavioural Requirements of Experimental Animals

Additional Information required by the Canadian Council on Animal Care

- Appendix 3: Teaching / Display
- Appendix 4: Surgical Procedures
- Appendix 5: Genetically Modified Animals
- Appendix 6: Wildlife Field Studies
- Appendix 7: Antibody Production

For studies involving the following, additional forms must be completed as appendices to your Animal Utilization Protocol

Appendix 3 – Teaching/Display

▼ Appendix 3 – TEACHING / DISPLAY

How you are maximizing the educational gain from the animals used

The expected number of participants

The number of participants per animal or group of animals

The participant / instructor ratio

Appendix 4 – Surgical Procedures

▼ Appendix 4 – SURGICAL PROCEDURES

The patient preparation procedures

If applicable, the ventilation procedures

The type of monitoring during and following surgery

Appendix 5 – Genetically Modified Animals

Appendix 5 – GENETICALLY MODIFIED ANIMALS

Will any of these animals be genetically modified or be used in the creation of new genetically modified animals? *

No

Yes

Note: Standard inbred strains that carry standard mutations, e.g. agouti black or albino, are not considered to be genetically modified for the purpose of this appendix.

Describe the species, strain, mutation(s) and/or genetic modification(s)

Outline the known or expected phenotype

Outline the signs of distress, pain and abnormalities

Describe also your monitoring system for detecting the anatomical, physiological and behavioral signs indicative of distress. Please ensure you include any differences between homozygote and hetero-/hemi-zygote animals.

Outline the measures to be taken to alleviate the distress/pain listed above

Outline any potential health consequences to those working with the animals

Outline any special containment and security procedures required in the animal facility where these animals are to be held

Are these animals rodents? *

No

Yes

Containment requirements *

No - when will this be done?

Yes - provide explanation of the requirements to be met or a copy of the documentation

Have the containment requirements necessary for the generation of these genetically modified animals been ascertained, to ensure compliance with the Environmental Protection Act or related legislation?

When will this be done?

Appendix 6 – Wildlife/Field Studies

Appendix 6 – WILDLIFE FIELD STUDIES

- If traps are to be used, specify -

The type of trap
- None -

The potential for injury from the trap

The monitoring frequency

The procedures if lactating females are trapped

Specify the locations where these studies will occur

List permits that have been applied for and/or received

Specify the type or degree of potential ecological disruption expected

i.e. consequences to reproduction, survival of animals studied.

- Annual Review – Field Studies -

*Fields required for renewal
The following questions will be asked of you at the annual review of this Animal Utilization Protocol.
Please provide a summary of all results pertaining to the procedures used as follows:

Morbidity and mortality of all species used in the study i.e. in capture, transportation and refinement(s) made to prevent this

If applicable, the number of accidental non-target species catches and refinement(s) made to prevent this

Please be prepared to provide this information. If you have any questions, please contact the Director, Animal Care Services at ext. 54205.

Appendix 7 – Antibody Production: Polyclonal Antibody Production

Appendix 7 – ANTIBODY PRODUCTION

Antibody Production Type
 Polyclonal

POLYCLONAL ANTIBODY PRODUCTION

Please describe the method used for purification of the antigens to be injected

Will agarose beads be used? *
 No
 Yes (only allowed once)

Will acrylamide gel strips be used? *
 No
 Yes (only allowed once)

NOTE: Use of antigens from cut-up bands of acrylamide should be avoided. Antigens within these SDS-PAGE separated bands can easily be extracted by electroelution and used in immunization. Antigens on immunoblots obtained by blotting the gels on nitrocellulose membranes to allow transfer of the antigens to the membranes are not easily extracted. The nylon backed nitrocellulose membranes (e.g. Immobilon or flexibile membranes) are not suitable for antigen-delivery in immunization. The extracted antigens may be extracted or ground up with nitrocellulose which is less harmful to the animal (only allowed once).

If other method, please provide details

Adjuvant? *
 No
 Yes

NOTE: The use of Freund's Complete Adjuvant (FCA) can cause severe side effects and is only approved for the most problematic immunization situations. It may be used only when small amounts of soluble immunogens are available, and only as the primary injection. The researcher must show scientific evidence that other adjuvants are not effective.
Refinement tip: To decrease adverse reactions, dilute the concentration of Mycobacterium in the FCA to 0.1 mg/ml by using mineral oil.

Injection Routes and Dosage

Refer to CCAC guidelines on: antibody production – Appendix B – Immunization – Recommended Routes and Volumes.

Volume of Inoculum per site

CCAC guidelines on: antibody production – Appendix B

Number of injection sites

Schedule for injections and blood sampling

NOTE: If the first immunization is performed without a depot-forming adjuvant, e.g. FIA or alum based adjuvants, the antibody titre will usually peak 2-3 weeks after immunization. When a depot-forming adjuvant is used, a booster injection can follow at least 4 weeks after the first immunization. "Multiple boosters should not require the use of adjuvant." (CCAC guidelines on: antibody production, Polyclonal Antibody Production, Section 7).

Amount of blood per test sample e.g. pre & post immunization

Blood collection techniques used for harvesting blood

NOTE: The maximum blood volume removed should not exceed 10% of the total blood volume of the animal.....if collected every 2 weeks, and not more than 15% of the total blood volume if collected every 4 weeks." (CCAC Guidelines on: antibody production, Polyclonal Antibody Production, Section 8).

Intermittent blood collection? *
 No
 Yes - Specify amount per collection.

Terminal Bleed? *
 No
 Yes

Will animals be group housed? *
 No
 Yes

Will tattooing be performed for identification purposes? *
 No
 Yes

Who will be responsible for record keeping?

NOTE: The immunization record should include the agent (with reference to generation, source, purification), route, site or sites, volume, date of injection and body weight of the animals." (CCAC guidelines on: antibody production, Polyclonal Antibody Production, Section 9).
 Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central directory](#) service.
 The users central login id is the portion of the email address before the '@uoguelph.ca'.

Appendix 7 – Antibody Production: Monoclonal Antibody Production

- Appendix 7 – ANTIBODY PRODUCTION

Antibody Production Type
Monoclonal

MONOCLONAL ANTIBODY (mAbs) PRODUCTION

NOTE: Every attempt should be made to use an in vitro method of production of monoclonal antibodies. Therefore, any proposed production of monoclonal antibodies using the ascites method requires justification by the investigator i.e. show that a substantial effort has been made to adapt the hybridoma to a culture system.

Is this a new hybridoma? *

No

Yes

If so, please test a new hybridoma in a small pilot study involving 2-3 animals to ensure that an antibody will be produced (Remember to include this in the AUP).

Has the hybridoma been tested? *

Yes

No, but this will be done later

No, this won't be done

Has the hybridoma been tested for the presence of adventitious viral and mycoplasma agents prior to use for in vivo propagation of monoclonal antibodies?

NOTE: The typical testing method is the Mouse Antibody Production (MAP) test which involves injecting a sample of tissue in question into mice and after 3 - 4 weeks euthanizing the mice to run serological tests for a panel of known adventitious agents. Such tests are performed by Charles River Laboratories. PCR may be a viable alternative test.

Priming: Specify priming agent and volume

NOTE: Freund's Incomplete Adjuvant or other less invasive adjuvant should be used as the intraperitoneal priming agent, with a maximum volume of 0.3 ml IFA administered in 1 injection only. If the use of Pristane is proposed, it should be justified to the ACC and the volume limited to 0.2 ml.

Hybridoma Implantation: Volume of hybridoma cells to be injected

NOTE: Up to 3×10^6 hybridoma cells in a maximum volume of 1.0 ml may be injected IP.

Ascites Production *

No

Yes - Specify amount required

NOTE: Ascites in mice is allowed to proceed to no greater than 20% of body weight gain and mice must be monitored twice daily once abdominal swelling is noted. The ACC requests that all harvests be terminal and preceded with euthanasia, e.g. using CO₂, to minimize distress and discomfort to the mice.

4. Finalization and Submission

Review Section:

After you click next you will be linked to “Review” section of the AUP:

This section is where the PI will review the AUP and sign off on it prior to submission to the Departmental Chair for signature and then the ACC for review processing.

If an Assignee has completed the form on behalf of the PI, the Assignee will complete the form to the Appendices. Then, on the “Review” page, the Assignee will click “Done” or “Save”. The PI has the power to edit anything in the AUP. To do that he just needs to click on edit, change the information and then click save.

[Section 1: Background](#) [Section 5: Personnel](#) [Section 6: Animals](#)
[Section 8: Procedures](#) [Section 9: Appendices](#) [Review](#)

Review

ANIMAL CARE COMMITTEE APPROVAL

FOLLOWING APPROVAL, A PROTOCOL NUMBER WILL BE ASSIGNED. THIS NUMBER MUST BE USED WHEN ORDERING ANIMALS AND IT IS UNDERSTOOD THAT THESE ANIMALS WILL BE USED ONLY AS DESCRIBED IN THIS PROTOCOL.

THIS ANIMAL UTILIZATION PROTOCOL IS VALID FOR A PERIOD OF UP TO 12 MONTHS FROM THE DATE OF COMMENCEMENT.
 THE ANIMAL CARE COMMITTEE WILL REQUEST ANNUAL REVIEWS FOR ALL PROTOCOLS.
 THE ANIMAL CARE COMMITTEE CAN PROVIDE EXTENSIONS BEYOND THE 12 MONTH PERIOD, FOR A MAXIMUM OF 4 YEARS IN TOTAL.

MATERIAL TRANSFER AGREEMENTS (MTAS)

MTAs may be required to protect the rights of the parties involved in the exchange of biological materials for research purposes. For advice and assistance in this regard, please contact the Administrative Assistant, Business Development Office, 519-824-4120 ext 58878.

DECLARATION

THIS ANIMAL UTILIZATION PROTOCOL ACCURATELY DESCRIBES ALL THE PROPOSED ANIMAL USE.
 IT WILL BE KEPT CURRENT AND WILL BE MODIFIED ONLY AFTER OBTAINING THE APPROVAL OF THE ANIMAL CARE COMMITTEE.

ALL PROCEDURES WILL BE CARRIED OUT BY PERSONNEL LISTED IN Q#9 WHO ARE TRAINED AND COMPETENT IN USING APPROVED TECHNIQUES.

AN ANIMAL INCIDENT REPORT WILL BE FAXED TO THE DIRECTOR, ANIMAL CARE SERVICES, WITHIN 24 HOURS OF ANY UNEXPECTED PROBLEMS OR COMPLICATIONS INVOLVING ANIMAL HEALTH AND WELLBEING IN THIS STUDY. (AN ANIMAL INCIDENT REPORT IS AVAILABLE ([HTTP://WWW.UOGUELPH.CA/RESEARCH/FORMS_POLICIES_PROCEDURES/ANIMAL_SHTML](http://www.uoguelph.ca/research/forms_policies_procedures/animal_shtml)) FOR THIS PURPOSE.)

ALL ANIMALS USED IN THIS RESEARCH/TEACHING PROJECT OR DISPLAY WILL BE CARED FOR IN ACCORDANCE WITH

- THE RECOMMENDATIONS OF THE CANADIAN COUNCIL ON ANIMAL CARE.
- THE REQUIREMENTS OF THE ANIMALS FOR RESEARCH ACT REVISED STATUTES OF ONTARIO, 1990, CHAPTER A.22.
- THE UNIVERSITY OF GUELPH ANIMAL CARE POLICY.

The PI must then log on, go to the “Review” tab and complete the submission of the AUP. The submission sequence is the same if a PI or Assignee fills out the bulk of the AUP.

PI Approval and submission to the Chair:

Please be sure all the information is filled in and click “Next” on the Appendices page to get to the “Review” page or click on the “Review” page tab if the Assignee has filled out the AUP on behalf of the PI. On the review page, is the PI Use Only area. This is where the PI will sign the AUP and send it forward through the review process.

ANIMAL CARE COMMITTEE APPROVAL

FOLLOWING APPROVAL, A PROTOCOL NUMBER WILL BE ASSIGNED. THIS NUMBER MUST BE USED WHEN ORDERING ANIMALS AND IT IS UNDERSTOOD THAT THESE ANIMALS WILL BE USED ONLY AS DESCRIBED IN THIS PROTOCOL.

THIS ANIMAL UTILIZATION PROTOCOL IS VALID FOR A PERIOD OF UP TO 12 MONTHS FROM THE DATE OF COMMENCEMENT.
 THE ANIMAL CARE COMMITTEE WILL REQUEST ANNUAL REVIEWS FOR ALL PROTOCOLS.
 THE ANIMAL CARE COMMITTEE CAN PROVIDE EXTENSIONS BEYOND THE 12 MONTH PERIOD, FOR A MAXIMUM OF 4 YEARS IN TOTAL.

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DECLARATION

THIS ANIMAL UTILIZATION PROTOCOL ACCURATELY DESCRIBES ALL THE PROPOSED ANIMAL USE.
 IT WILL BE KEPT CURRENT AND WILL BE MODIFIED ONLY AFTER OBTAINING THE APPROVAL OF THE ANIMAL CARE COMMITTEE.

ALL PROCEDURES WILL BE CARRIED OUT BY PERSONNEL LISTED IN Q#9 WHO ARE TRAINED AND COMPETENT IN USING APPROVED TECHNIQUES.

AN ANIMAL INCIDENT REPORT WILL BE FAXED TO THE DIRECTOR, ANIMAL CARE SERVICES, WITHIN 24 HOURS OF ANY UNEXPECTED PROBLEMS OR COMPLICATIONS INVOLVING ANIMAL HEALTH AND WELLBEING IN THIS STUDY. (AN ANIMAL INCIDENT REPORT IS AVAILABLE ([HTTP://WWW.UOGUELPH.CA/RESEARCH/FORMS_POLICIES_PROCEDURES/ANIMAL_SHTML](http://www.uoguelph.ca/research/forms_policies_procedures/animal_shtml)) FOR THIS PURPOSE.)

ALL ANIMALS USED IN THIS RESEARCH/TEACHING PROJECT OR DISPLAY WILL BE CARED FOR IN ACCORDANCE WITH

- THE RECOMMENDATIONS OF THE CANADIAN COUNCIL ON ANIMAL CARE.
- THE REQUIREMENTS OF THE ANIMALS FOR RESEARCH ACT REVISED STATUTES OF ONTARIO, 1990, CHAPTER A.22.
- THE UNIVERSITY OF GUELPH ANIMAL CARE POLICY.

- PI Use Only

By entering your name below you certify that you have read and agreed to the above declaration.

Review Complete

PI Signature

PI Sign Date

E.g., 2012-04-16

- Change the “Review Complete” box to “Yes”.
- Type your name in to the PI Signature Box.
- Select today’s date for the PI Sign Date box.

PI Use Only

By entering your name below you certify that you have read and agreed to the above declaration.

Review Complete

Yes

PI Signature

J. Raymond

PI Sign Date

Date

2012-04-16

E.g., 2012-04-16

Then scroll to the bottom of the page and click “Save”.

A notification will then be sent to the Chair designated on the AUP and it will wait for the Chair to review and sign it electronically. Once the Chair reviews, signs and clicks “done”, the AUP will then be submitted to the ACC.

Chair Review and Submission to the ACC

When you are listed as the Chair of a Department on an AUP, you will receive email notification when an AUP requires your review and signature.

When you log onto the system and click “My AUPs”:



View Edit Devel

My AUPs

This is your dashboard for the AUP process. Here you can see the AUPs that you own or are involved in.

The AUPs you need to review and sign as Chair will appear under the heading “AUPs Pending Chair Review by Me”:

AUPs Pending Chair Review By Me

AUP #	Project Name	PI	Status	Creation Date	Updated date
1218	Getting info for Chair portion of manual	AUP Student	Chair Review in Progress	2012-04-17 09:50	Tuesday, April 17, 2012 - 09:55

Access the AUP to sign it. Click on the AUP #:

AUPs Pending Chair Review By Me

AUP #	Project Name	PI	Status	Creation Date	Updated date
1218	Getting info for Chair portion of manual	AUP Student	Chair Review in Progress	2012-04-17 09:50	Tuesday, April 17, 2012 - 09:55

A view of the AUP will open:

View Edit Revisions Compare Devel

AUP #1218

Section 1: Background

Status: Chair Review in Progress


Project Name: Getting info for Chair portion of manual

Project Category:
Research

Project Timeline: Tuesday, April 17, 2012 to Tuesday, April 16, 2013

Purpose of Animal Use:
Studies of a fundamental nature in sciences relating to essential structure or function (i.e. biology, psychology, biochemistry, pharmacology, physiology, behaviour, etc.)

Classification:
Acute - Utilizing an animal for a brief period (less than 24 hrs.), followed by euthanasia or return of the animal to source, or humanely killing an animal upon receipt or after a brief housing



You can scroll through here to review the AUP. You can also click on the printer icon to open a different view with more delineation in the text:

UNIVERSITY OF GUELPH **AUP #1218**

Section 1: Background

Status: Chair Review in Progress

Project Name: Getting info for Chair portion of manual

Project Category:
Research

Project Timeline: Tuesday, April 17, 2012 to Tuesday, April 16, 2013

Purpose of Animal Use:
Studies of a fundamental nature in sciences relating to essential structure or function (i.e. biology, psychology, biochemistry, pharmacology, physiology, behaviour, etc.)

Classification:
Acute - Utilizing an animal for a brief period (less than 24 hrs.), followed by euthanasia or return of the animal to source, or humanely killing an animal upon receipt or after a brief housing period during which time no manipulations other than standard management procedures are performed, i.e. anaesthetized without recovery, euthanised for tissue collection, etc.

For RESEARCH projects is this a pilot study?: No

Section 2: Lay Summary / Public Relations

Research problem(s) or instructional principle(s) this project addresses (Background and Objectives):
Submitting an AUP to get screen shots for Chair stuff

Anticipated impact (specific), potential benefits to human and/or animal welfare (Relevance of Research or Instruction):
Getting manuals ready

Additionally, you can open the View or Print View in a new window by right clicking on "View" or on the printer icon and selecting "Open in a new window".


This will allow you to comment on the AUP (in the Review, see below for details on how to do this) at the same time as viewing the AUP information.

To Comment and/or Sign off on an AUP as Chair

When you have the AUP open in the "View" tab, click on the "Edit" tab beside the "View" tab.

View **Edit** Revisions Compare Devel

AUP #1218

Section 1: Background 

Status: Chair Review in Progress

Project Name: Getting info for Chair portion of manual

Project Category: Research

Project Timeline: Tuesday, April 17, 2012 to Tuesday, April 16, 2013

Purpose of Animal Use: Studies of a fundamental nature in sciences relating to essential structure or function (i.e. biology, psychology, biochemistry, pharmacology, physiology, behaviour, etc.)

Classification: Acute - Utilizing an animal for a brief period (less than 24 hrs.), followed by euthanasia or return of the animal to source, or humanely killing an animal upon receipt or after a brief housing


You will now get an edit view of the AUP. This is the forum for the PI or Assignee to edit or change their AUP.

View Edit Revisions Compare Devel

[Section 1: Background](#) [Section 5: Personnel](#) [Section 6: Animals](#)
[Section 8: Procedures](#) [Section 9: Appendices](#) [Review](#)

Status
 Chair Review in Progress ▾

Section 1: Background

Principal Investigator or Instructor *
 
 Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central directory](#) service.
 The users central login id is the portion of the email address before the '@uoguelph.ca'.


As Chair, click on the "Review" tab at the end of the section headings.

View Edit Revisions Compare Devel

[Section 1: Background](#) [Section 5: Personnel](#) [Section 6: Animals](#)
[Section 8: Procedures](#) [Section 9: Appendices](#) [Review](#)

Status
 Chair Review in Progress ▾

Section 1: Background

Principal Investigator or Instructor *
 
 Please enter the user's central login ID. If you don't know the central login ID of the user that you're looking for, please search using the [central directory](#) service.
 The users central login id is the portion of the email address before the '@uoguelph.ca'.

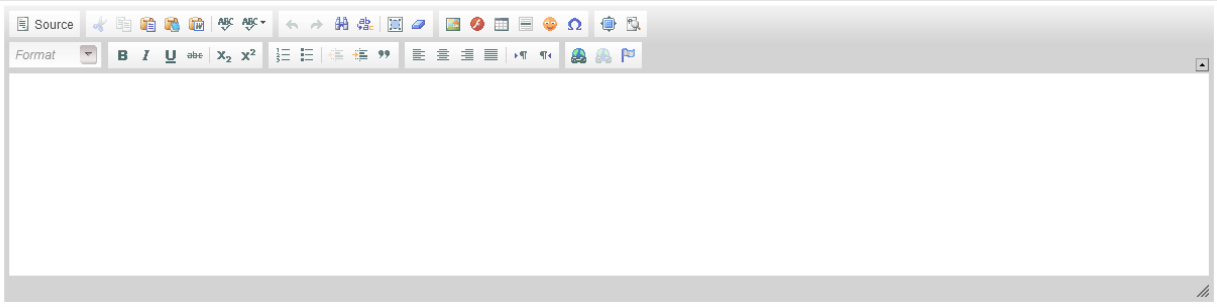
The Declaration will appear. Scroll down to see the Chair Signature area:

▼Chair of Department Use Only

By entering your name below you certify that you have read and agreed to the above declaration.

Review Complete
- None -

Chair Comments



[Switch to plain text editor](#)

Text format Filtered HTML [More information about text formats ?](#)

Chair Signature

Chair Sign Date

E.g., 2012-04-17

When you are ready to indicate if the AUP is complete or not, change the “Review Complete” box to “Yes” or “No”.

▼Chair of Department Use Only

By entering your name below you certify that you have read and agreed to the above declaration.

Review Complete
- None -

If you select “No”, the AUP will be returned to the PI for changes. Please use the “Chair Comments” box to indicate why the AUP cannot be signed.

If you select “Yes”, the AUP is complete and can be submitted to the ACC for review. If you select “Yes”, add any comments you wish (optional) in the “Chair Comments” box, then type your name in the “Chair Signature” box and select the date in the “Chair Sign Date” box.

[Switch to plain text editor](#)

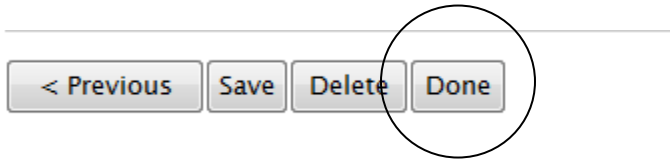
Text format Filtered HTML [More information about text formats ?](#)

Chair Signature

Chair Sign Date

E.g., 2012-04-17

Then you must scroll to the bottom of the page and click “Done”. This will either send the AUP back to the PI for further changes (No is selected) or onto the ACC for review (Yes is selected).



Responding to ACC Review Comments and Requests for Changes/Updates

When your AUP is submitted to the ACC (after the Chair/Dean/Director has signed and submitted the AUP), it will continue through the ACC review process. There are points in the review where the AUP may be commented on by ACC reviewers and changes or clarifications requested.

When your AUP has been commented on by the ACC, you will receive an email notification. The email will include the AUP number, a notation that comments have been made, and a link to the AUP.

When you receive this email, click on the link (or log onto the system) and open the relevant AUP.

Click on the Printer icon and open the AUP in a new window in the “View” mode. When you scroll to the bottom of the “View” mode, you will see the comments at the very bottom of the AUP.

Click on the “Edit” tab for the AUP and then open the relevant pages of the AUP and make the requested changes or clarifications.

If you do not make the requested changes for some reason, please provide your rationale for why you have not made the changes in the box titled “Response to ACC Comments (if requested changes were NOT made, please explain here)” under Section 1: Background in the AUP form.

Response to ACC comments (if requested changes were NOT made, please explain here)

If you have received requests for changes or updates from the ACC review that were NOT made to the AUP, please outline here the rationale for why these changes were not made. This field only needs to be filled out if requests for changes from the ACC are not being made. If all changes are being made, leave this field blank.

When all changes/updates have been made, go to the “Review” page, ensure the PI signature information is still correct (Review = “yes”, signature and date present) and then click “done” at the bottom of the page.

The AUP will then be sent back to the ACC for review of your updates and changes.

If questions are asked more than once, the new comments and questions will appear below the original questions at the bottom of the “View” of the AUP.

5. Viewing and Renewing/Amending AUPs

How can I check the list of My AUPs – Includes AUPs you are listed on as any role (PI, Associate, Technical, Chair, Etc.)

To check the list of AUP you are involved in please login to the system and then click My AUPs link, you will get access to the list of all your AUPs, you can check their status by filtering them.

Animal Utilization Protocol

UNIVERSITY OF GUELPH

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search: Web Directory Library

Home

Create AUP My AUPs My account Log out

View Devel

My AUPs

This is your dashboard for the AUP process. Here you can see the AUPs that you own or are involved in.

My AUPs

Filter By Status
 - Any - [Apply]

AUP #	Project Name	Status	Creation Date	Updated date
1176	AUP Help	In Progress	2011-12-13 06:49	Tuesday, December 13, 2011 - 06:49

AUPs I'm Involved In

Filter By Status
 - Any - [Apply]

AUP #	Project Name	Status	Creation Date	Updated date
1176	AUP Help	In Progress	2011-12-13 06:49	Tuesday, December 13, 2011 - 06:49

Create a New AUP

[Create an AUP](#)

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How do I renew my AUP?

After AUP is approved, to renew, please select AUP and click renew.

Click on the “Submit” button after you click the “Renew” tab. The AUP is then submitted to the system for renewal.

The AUP will come up in the “View” screen. Click the “Edit” tab to change and update the AUP.

Make any updates and changes throughout the AUP that are required. Any field can be updated at the time of renewal.

And fill out Appendix 8: Renewals in Section 9: Appendices. Be sure to fill out all questions in the appendix, including a summary of the changes made to the AUP form for the renewal.

When finished, Click on the “Review” page and sign and submit the AUP the same as the original AUP.

How do I amend my AUP?

After an AUP gets approved, to amend, please select the AUP and click on the “Edit” tab.

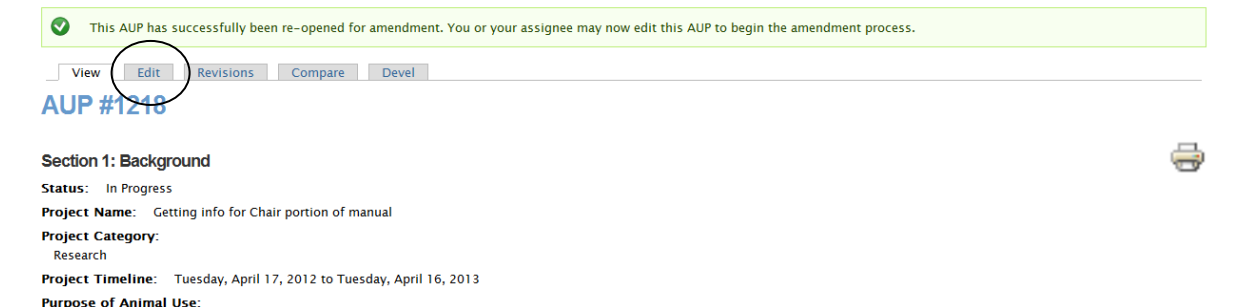
Then click on the “Amend” tab and click “Submit”.



Click submit to amend this AUP.



You will then see the following screen:



Click on the “Edit” tab and the PI or their Assignee can make any changes to the form.

When complete, the PI must sign and date the form on the “Review” tab. The AUP will then be submitted.

Use of Internet Explorer as a Browser to View the System:

When using Internet Explorer as your primary browser, it is important to note that some functions of this system do not function correctly on versions of 7 or earlier.

If you use a version of Internet Explorer that is 7 or older, we recommend updating the browser to Internet Explorer version 9 to ensure the system functions correctly. For example, if you have an older browser, you may notice that drop down lists under-lap information below the question.

To update your browser, go to the following website: http://ie9.discoverbing.com/intl/en_ca/index.html

Click on “Download Now”, then click “run” or “Allow” to download the software. When the download screen appears, click “install”. Version 9 will install and you then have to log off your computer and log on again (or restart your computer if you do not have a user log on) for the upgrade to take effect.