



Appeals Process

1. The appeal shall be made in writing by the principal investigator(s) to the Vice-President Research and shall clearly outline the grounds for the appeal.
2. The Vice-President Research must inform the principal investigator(s), in writing, about the appeals' process.
3. The principal investigator(s) must provide any appropriate documentation and information necessary for the Vice-President Research to determine if the appeal should be forwarded to the Appeals Committee. All correspondence between the principal investigator(s) and the Animal Research Ethics Board (AREB) with respect to the protocol or other University Animal Care Committee (UACC) decision under appeal shall accompany the appeal. The Vice-President Research or Appeals Committee may request additional information from the principal investigator(s) prior to hearing the appeal.
4. The Appeals Committee will attempt to hear every appeal within 14 days of receiving all information deemed necessary to hear the appeal.
5. The Appeals Committee will invite the principal investigator(s) to make a presentation to the Committee of no more than 30 minutes in duration. The principal investigator(s) may only waive this invitation in writing.
6. The Appeals Committee will invite members of the AREB that participated in the appeal under consideration to provide a written statement to explain their decision making process.
7. Immediately following the principal investigator(s) presentation, the Appeals Committee will meet to determine the merits of the appeal and to render a decision. The decision will be determined based on a majority vote, with the Chair only voting in the event of a tie.
8. The decision of the Appeals Committee shall be issued in writing from the Vice-President Research and provided to the principal investigator(s) as soon as is possible after the appeal.
9. The decision of the Appeals Committee is final.

Appeals Committee Membership

The Appeals Committee shall consist of the following (subject to considerations below):

- 1) The UACC Chair or the Chair's designate should the Chair be unable to attend; and
- 2) Four Researchers (faculty members of the UACC that were not party to the AREB or decision under appeal); and
- 3) A veterinarian not party to the AREB or decision under appeal; and

- 4) Any two (2) of:
- a. One technical representative (a member of the UACC that was not party to the AREB decision under appeal);
 - b. One community representative (member of UACC that was not party to the AREB decision under appeal);
 - c. One student representative (member of UACC that was not party to the AREB decision under appeal).

In the event that the UACC Chair has a conflict of interest in the appeal, the Chair shall not name a Chair designate to hear the appeal. Instead, the UACC Executive, minus the Chair, shall appoint a Chair's designate to preside over the matter. If no satisfactory Chair can be found, the Vice-President Research should be consulted.

If any or all of the technical representative, community representative and the student representative are unavailable, the UACC Chair or the Chair's designate may appoint substitute member(s) of the UACC or proceed without any of the representatives listed.

Approved by the UACC, 23 December 2010