
**Office of Vice-Resident Research (OVPR) Appeals Process on Decisions by the University
Animal Care Committee (UACC) or the UACC Animal Research Ethics Board (AREB)**

1. The appeal shall be made in writing by the Principal Investigator(s) (PI) 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 process that will be followed by the OVPR Animal Use Appeals Committee (OAUAC) (See below for OAUAC membership composition).
3. The Principal Investigator(s) must provide any appropriate documentation and information necessary for the Vice-President Research to determine if the appeal warrants review by the OAUAC. All correspondence between the Principal Investigator(s) and the AREB with respect to the animal use protocol or other UACC decision under appeal must accompany the appeal. The Vice-President Research or OAUAC may request additional information from the Principal Investigator(s) prior to assessing the appeal.
4. The OAUAC will attempt to respond to the appeal within 30 days of receiving all information deemed necessary to hear the appeal.
5. The OAUAC 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 OAUAC will invite members of the AREB who participated in the meeting which resulted in an appeal to provide a written statement to explain their decision-making process.
7. Immediately following the Principal Investigator(s) presentation, the OAUAC 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 OAUAC shall be issued in writing from the OVPR and provided to the Principal Investigator(s) as soon as is possible after hearing the appeal.
9. The decision of the OAUAC is final.

OVPR Animal Use Appeals Committee Membership

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

- 1) One of the UACC Co-Chair's or the UACC Vice-Chair should a Co-Chair be unable to attend; and
- 2) Four Researchers (faculty members of the UACC who were not party to the AREB or other decision under appeal); and
- 3) A UACC Veterinarian not party to the AREB or other decision under appeal; and

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

In the event that one of the UACC Co-Chairs has a conflict of interest in the appeal, the other Co-Chair or Vice-Chair shall hear the appeal. If no satisfactory Chair can be found, the Vice-President Research will be consulted.

Date Created: fall 2010		Written by: Research Ethics Office
Procedure Review and Revision History		
Revision Number	Review/Revision Date	Reviewer
1	23 December 2010	UACC
2	27 November 2023	UACC