

Procedures

The University of Saskatchewan (USask) will assess a review fee for ethical review of all applications to use animals for research, teaching, production or testing.

As of 01 December 2012, the ethics review fee will be \$1,000 for Animal Use Protocol (AUP) applications requiring full University Animal Care Committee (UACC) Animal Research Ethics Board Review (AREB) i.e., Category of Invasiveness Levels B-E studies). The fee covers initial review, subsequent annual reviews and minor modifications for the next four years. Major modifications involving full review, and a renewal after four years, will be assigned a fee of \$500. For Category of Invasiveness Level A studies, an ethics review fee will not be charged. For animal work contracted to one of the USask animal facilities under an already approved AUP, a one-time ethics review fee of \$375 will apply. Payment must be made in Canadian dollars.

This administrative fee is used to help pay for the infrastructure and staff needed to process AUP application submissions and the continuing maintenance required, along with compliance, monitoring, and education requirements.

Exemptions of Fees

All applications from employees of the University, those holding academic appointments with the University, and professional employees of University-affiliated organizations that meet one of the criteria below will be exempt from the fee:

- Research funded by a non-industry sponsor (i.e. internal, Tri-Council, registered charitable, not-for-profit organizations, federal/provincial agencies, etc.).
- Unfunded Research
- Research funded by an industry sponsor whereby any Intellectual Property developed remains with the University and no Intellectual Property rights are granted to the sponsor. This industry support is typically funded as a grant (as defined by Research Acceleration and Strategic Initiatives).

Applications from individuals not affiliated with the University of Saskatchewan that meet one of the criteria below will also be exempt from the ethics review fee:

- Research funded by a non-industry sponsor (i.e. internal, Tri-Council, registered charitable, not-for-profit organizations, federal/provincial agencies, etc.).
- Unfunded Research

Waivers

Request for consideration of waiving the ethics review fee, for any reason by any researcher, must be made in writing to the University Veterinarian for consideration. The request must clearly outline the reason(s) why an exemption should be considered.

Payment

Payment of the required fee, or confirmation that the ethics fee is included as a line item on the associated research contract, must accompany the AUP Research Application Form for all industry-sponsored research. It is the responsibility of the Principal Investigator to ensure that their sponsor(s) are aware of this requirement and to submit the cheque to the AREB, or to ensure the ethics review fee is included as budget line item on the associated research contract from the industry sponsor. The AUP research application will only be reviewed if the ethics review fee is paid or is included on the associated research contract prior to the AREB meeting.

The ethics review fee will still apply if the submission is withdrawn or not approved after review by the AREB. Submissions that are cancelled or withdrawn prior to the AREB review will not be subject to the fee. A Certificate of Approval will only be issued when payment has been received or is committed as a budget line item on the associated research contract.

Exception: For animal work contracted to one of the USask animal facilities under an already approved AUP the one-time ethics review fee of \$375 will be included as a line item on the invoice from the animal facility conducting the animal work. Any administrative fees required by the animal facility for the contracted animal work will be charged separately to the ethics review fee.

Date Created: fall 2012		Written by: Diane Martz and Amanda Plante
Procedure Review and Revision History		
Revision Number	Review/Revision Date	Reviewer
1	10 November 2012	UACC
2	02 July 2020	REI
3	27 November2023	UACC