

According to the *University Animal Care Committee (UACC) Procedures on New and Ongoing Animal Use Protocol (AUP) Review*, all new protocols, 4th year renewals, major modifications, and annual reviews of ongoing CCAC Category of Invasiveness “D” or “E” protocols will undergo review by the full Animal Research Ethics Board (AREB) according to the following *Full AREB Review and Timeline*. These procedures are effective as of January 1, 2022.

Full AREB Review and Timeline

Day 1	AREB submission deadline for AUPs, Annual Reviews and Modifications (2 Wednesdays prior to the AREB meeting day)
Day 6	AREB submission deadline for industry-supported research AUPs (2 Mondays prior to the AREB meeting day)
Day 7	AREB Chair assignment of primary/secondary reviewers ^a
Day 8	AUPs, Annual Reviews, Modifications and Responses are posted to AREB SharePoint Online site along with meeting agenda
Day 8 – 15	Primary and secondary reviewer carefully assess AUPs; remaining AREB members also review the AUPs. AREB members add comments/concerns/questions to Word document on SharePoint Online.
Day 15 AREB Meeting	<p>Primary reviewer presents brief summary of assigned AUPs including reviewer questions/comments. Secondary reviewer adds any additional comments not already presented.</p> <p>AREB members discuss AUP, confirm Notice of Ethical Review to be sent to PI and determine AUP/annual review/modification approval status.</p> <p>NOTE: Whenever possible, primary/secondary reviewers maintain responsibility of AUP if “Response Required” status granted. The process repeats for the subsequent review period.</p>

^aIn the absence of a primary reviewer at the AREB meeting, responsibility for protocol presentation lies with the secondary reviewer. The primary reviewer is responsible for communicating their absence to the uacc.office@usask.ca (prior to the AREB meeting whenever possible) and the Animal Care & Research Support (ACRS) Office will notify the Chair and secondary reviewer.

Date Created: fall 2020		Written by: ACRS
Procedure Review and Revision History		
Revision Number	Review/Revision Date	Reviewer
1	06 October 2020	UACC
2	29 November 2022	ACRS
3	27 November 2023	UACC