

According to the University Animal Care Committee (UACC) Procedures on New and Ongoing Animal Use Protocol (AUP) Review all new protocols, 4-year renewals, provisional approvals, and annual review or modifications 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, 2018.

Full AREB Review and Timeline

Day 1	AREB submission deadline for AUPs (4 Mondays prior to the AREB meeting day)
Day 1 – 7	AREB Chair, UACC Veterinarian and Research Ethics Specialist conduct a pre-review of AUPs
Day 8	Research Ethics Specialist sends pre-review to Principal Investigator (PI)
Day 8 – 14	PI prepares response to pre-review and revised AUP (if necessary)
Day 15	Submission deadline for response to pre-review and revised AUP
Day 15	AREB submission deadline for industry-supported research AUPs (2 Mondays prior to the AREB meeting day)
Day 15	AREB Chair assignment ^a of primary/secondary reviewers ^b on AUP
Day 16	Most up-to-date AUPs are posted to SharePoint AREB site along with meeting agenda
Day 16 – 23	Primary and secondary reviewer carefully assess AUPs; remaining AREB members also review the AUPs. AREB members add comments/concerns/questions to SharePoint Word document.
Day 24 AREB Meeting	Primary reviewer presents brief summary of assigned AUPs including reviewer questions/comments. Board members discuss AUP, confirm notice of ethical review to be sent to PI and determine protocol approval status. NOTE: Primary/secondary reviewers maintain responsibility of AUP if “Response” status granted. The process repeats for the subsequent review period.

^aAREB Chair, UACC Veterinarian, and Community Representative(s) carefully review all AUPs; no AUPs are specifically assigned to these members.

^bIn the absence of a primary reviewer at the board meeting, responsibility for protocol presentation lies with the secondary reviewer. The primary reviewer is responsible for communicating his/her absence to the secondary reviewer and the Research Services and Ethics Office (RSEO) prior to the AREB protocol review meeting.