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| --- | --- |
| PROTOCOL NUMBER: |       *(office use only)* |
| Renewal | [ ]  1/3 [ ]  2/3 [ ]  3/3 |
| Date Renewal Approved: |  |

**Brandon University Animal Care Research/Teaching Animal Use Protocol**

**RENEWAL**

Applicants must complete all sections and include applicable appendices (as indicated). Completed applications are to be sent to buacc@brandonu.ca by the application deadline communicated to the campus community and posted on the BUACC webpage: [www.brandonu.ca/buacc](http://www.brandonu.ca/buacc).

***NOTE: A renewal form may be used for projects which received approval and involves no change to the original protocol. This form can be submitted no more than three times for a given project. After three submissions, a new protocol must be completed. Questions on using the form should be directed to Shannon Downey, Administrative Officer to the Vice-President (Academic & Provost) and Research Ethics Officer, at (204) 727-9712 or*** ***downeys@brandonu.ca******.***

Section I – General Protocol Information

1. **Project Title and/or Course Number and Title:**

1. **Principal Investigator:**

**Department:**

**Phone Number:**

**Email Address:**

1. **List any change in funding source(s) for this project:**

Section II – Personnel & Funding

1. **List the names of personnel who have left the project in the last year:**

1. **List all new personnel in the table below:**

| **Name** | **Department** | **Phone Number** | **Email Address** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |

1. **Indicate the education and training qualifications/experience for all personnel listed in Question #5:**

| **Name** | **Qualifications/Experience*****Briefly describe training and/or experience in relevant procedures*** | **Course/Workshop in Animal Use*****Indicate the date and location of the most recent course or workshop taken*** |
| --- | --- | --- |
|       |       |       |
|       |       |       |

1. **Funding:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Is this project currently funded?** | **[ ]  Yes****Funding Agency:**      **Title of Project on Grant Application:**       | **[ ]  No** |
|  | **Is funding being sought?** | **[ ]  Yes****Funding Agency:**       | **[ ]  No** |

Section III – CCAC Categorization

1. **This project is: [ ]  Acute** **[ ]  Chronic**
2. **Maximum CCAC Category of Invasiveness:**

**[ ]  B studies or experiments causing little or no discomfort or distress**

**[ ]  C studies or experiments involving minor stress or pain of short duration**

**[ ]  D studies or experiments involving moderate to severe distress or discomfort**

**[ ]  E procedures that involve severe pain at or above the pain toleration threshold of unanaesthetized, conscious animals (category E procedures are normally not acceptable)**

1. **CCAC Purpose of Animal Use (PAU):**

**[ ]  0 breeding colony**

**[ ]  1 studies of a fundamental nature in sciences relating to essential structure and function (e.g. Biology, Psychology, Biochemistry, Pharmacology, Physiology, etc.)**

**[ ]  2 studies for medical purposes, including veterinary medicine, that relate to human or animal disease or disorders**

**[ ]  3 studies for regulatory testing of procedures for the protection of humans, animals, or the environment**

**[ ]  4 studies for the development of products or appliances for human or veterinary medicine**

**[ ]  5 education and training of individuals in post-secondary institutions or facilities**

1. **Has the CCAC Category of Invasiveness changed from the original protocol?** **[ ]  Yes** **[ ]  No**
2. **Has the CCAC Purpose of Animal Use (PAU) changed from the original protocol?** **[ ]  Yes** **[ ]  No**

Section IV – Project Description & Animal Use Information

1. **Lay Description – please note the importance of completing this section with language appropriate for a reader not familiar with the experimental procedure(s). Use clear and simple language, avoiding technical terminology. (Suggestion – “National Geographic” level of writing be used or media quality).**
	1. **What is the rationale for doing this study? (Expected response – 2 sentences)**

* 1. **What are the Primary Objectives for this study? (Expected response – 2-3 sentences)**

* 1. **What is the expected contribution to the knowledge or to the well-being of animals or humans? (Expected response – 2-3 sentences)**

1. **Provide a concise summary of your project, including a description of the procedures to be used, the endpoints of those procedures, and how the procedures relate to the objectives of this study.**

1. **Have there been any updates or changes to this protocol in the last year?** **[ ]  Yes** **[ ]  No**
2. **If yes, was an amendment submitted to BUACC?** **[ ]  Yes** **[ ]  No**
3. **Are changes to species/strains required for this renewal?** **[ ]  Yes** **[ ]  No**
4. **Please complete the following table: (note: for field studies projects, the “# of animals used” is equivalent to the number of animals captured or trapped.) *Please note: to amend/unlock this form for the purposes of adding more table rows, please contact Shannon Downey, Administrative Officer to the Vice-President (Academic & Provost) and Research Ethics Officer, at (204) 727-9712 or*** ***downeys@brandonu.ca******.)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | PILOT STUDY | ORIGINAL PROTOCOL | 1st RENEWAL | 2nd RENEWAL | 3rd RENEWAL |
| **Species Approved in Original Protocol** | **Species to be Added to Renewal** | **Species to be Removed with Renewal** | **Species/Strain** | **# of Animals Approved** | **# of Animals Used** | **# of Animals Approved** | **# of Animals Used** | **# of Animals Requested or Approved** | **# of Animals Used** | **# of Animals Requested or Approved** | **# of Animals Used** | **# of Animals Requested** |
| [ ]  | [ ]  | [ ]  |       |       |       |       |       |       |       |       |       |       |
| [ ]  | [ ]  | [ ]  |       |       |       |       |       |       |       |       |       |       |
| [ ]  | [ ]  | [ ]  |       |       |       |       |       |       |       |       |       |       |
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| [ ]  | [ ]  | [ ]  |       |       |       |       |       |       |       |       |       |       |

1. **Please provide details/justification for any discrepancies between the number of animals requested/approved and used.**

1. **Please provide details/justification for the number of animals requested for this renewal for each species/strain.**

|  |  |  |
| --- | --- | --- |
| **Species/Strain** | **# of Animals Requested for this Renewal** | **Details/Justification for the number requested** |
|       |       |       |
|       |       |       |
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Section V – Evaluation of Procedures

1. **Describe any problems that resulted in premature mortality, unexpected morbidity, or termination of animals. If no such problems arose, enter “NONE”.**

* 1. **Were these problems anticipated? What do you believe to be the cause of these problems?**

* 1. **Describe any changes to procedures being made to prevent recurrences.**

1. **Describe any changes you plan to make to your procedures in the coming year which will recognize the *CCAC’s 3 Rs Principle:***

***Reduction* of numbers of animals used:**

***Refinement* of procedures to minimize the stress on animals:**

***Replacement* of animals with alternatives where possible:**

Section VI – Endpoints

1. **Provide a brief report on the adequacy of the endpoints for the protocol.**

1. **Provide a brief report on any complications encountered relative to protecting animals from pain, distress or mortality.**

1. **Provide a brief report on any refinements made relative to protecting animals from pain, distress or mortality.**

Section VII – Progress Report

1. **Provide a brief progress report, describing any complications encountered relative to animal use (e.g. unpredicted outcomes, and any animal pain, distress or mortality), and amendments to the original protocol, and any progress made with respect to the Three Rs of Replacement, Reduction, and Refinement of animal use). Please attach the most recent Quality Assurance/Field Studies Report.**