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Office of Research Ethics

**Animal Care and Wildlife Protocol Form**

**Please direct all questions regarding the completion of this form to the ACC Coordinator in the Carleton University Research Ethics Office at:** [**nora.large@carleton.ca**](mailto:nora.large@carleton.ca)**.**

**Submit this form as an attachment to the Event form for the approved protocol in** [**cuResearch**](https://ovpri.research.carleton.ca/Romeo.Researcher/Login.aspx?ReturnUrl=%2fRomeo.Researcher%2f)**.**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | For Office Use Only | | | |
| 1.1. | **Romeo Protocol #:** | | |  | | --- | |  | | |
| 2. | Principal Investigator Information | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Date: Click or tap to enter a date. | | | | | Name: |  | Position: |  | | Faculty/Department: |  | | | | Office Telephone or Extension # |  | Alternative Telephone: |  | | Emergency Contact Designate: |  | Emergency Contact Phone: |  | | | | | |
| 3. | Project Description | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Title: |  | | | | Start Date: | Click or tap to enter a date. | End Date: | Click or tap to enter a date. | | | | | |
| **4.** | | **Award Information** | |
| |  |  |  |  | | --- | --- | --- | --- | | **cuResearch/Romeo Award #:** |  | **Status:** |  | | **Award Type:** |  | **Award Title:** |  | | | | |
| **5.** | | **Scientific or Pedagogical Merit Review** | |
| **5.1.** | | **Is this a research Protocol? Yes  No** | |
| **5.2.** | | **Has this project been reviewed for** [**scientific merit**](https://carleton.ca/animalethics/animal-ethics/scientific-merit-review/)**?**  **Yes  No** | |
|  | | **If no, contact** [**nora.large@carleton.ca**](mailto:nora.large@carleton.ca) **to arrange review through the Associate Dean (Research and Graduate Studies), Faculty of Science.** | |
| **5.3.** | | **Is this a teaching protocol?**  **Yes  No**  **If ‘Yes’, contact** [**nora.large@carleton.ca**](mailto:nora.large@carleton.ca) **to begin the pedagogical merit review process for this submission.** | |
|  | | **5.3.1. What is the number of students per animal and student/teacher ratio?**   |  | | --- | |  | | |
|  | | **Note: Please submit your Pedagogical Merit Review form as an attachment to this protocol submission.** | |
| 6. | Project team members – [Training Requirements](https://carleton.ca/animalethics/animal-ethics/training/) | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name | Position | Phone and Email | Procedures | CCAC Training CompleteYes / No | |  |  |  |  |  | |  |  |  |  |  | | | | | |
| *To add a row, hover your mouse cursor to the bottom-left corner and click on the “+” button. OR right click the cell and insert a row below.* | | | | |
| [**CCAC TRAINING COMPLETE**](https://carleton.ca/animalethics/animal-ethics/training/) | | | | |
| 6.1. | **For each person listed on the protocol, state who will train personnel in proper animal handling techniques and procedures. If training is not required, briefly describe the relevant experience of the person carrying out the work.**   |  | | --- | |  | | | | |
| 7. | Animal Information | | | |
| 7.1. | **Purpose of Animal Use (PAU): Choose an item.** | | | | |
| 7.2. | **Category of Invasiveness (CI): Choose an item.**  **Definitions can be found at** [**ACC Forms**](https://carleton.ca/animalethics/animal-ethics/acc-forms/)**.** | | | | |
| 7.3. | **In one or two sentences relate the Purpose of Animal Use to the Category of Invasiveness. For example: To study the effects of ghrelin on reproduction, food intake, body weights and reproductive cycles will be monitored in female rats.**   |  | | --- | |  | | | | | |
| 7.4. | **Please fill out the following table:** | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Species/Strain** | **Age/Size** | **Sex** | **Source** | **Total # required full aup** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | | | | |
| **To add a row, hover your mouse cursor to the bottom-left corner and click on the “+” button. OR right click the cell and insert a row below.** | | | | | |
| 7.5. | **Provide justification for the species and number of animals used (provide scientific and statistical justification)**   |  | | --- | |  | | | | | |
| 8. | **The Three Rs** | | | | |
| 8.1. | [**Replacement**](http://3rs.ccac.ca/en/research/replacement/)**: Justify, citing references where appropriate, why this research cannot be performed with non-animal alternatives, or replacing higher order animals with lower order animals.**   |  | | --- | |  | | | | | |
| 8.2. | [**Reduction**](http://3rs.ccac.ca/en/research/reduction/)**: Describe the strategy applied to result in the fewest animals being used.**   |  | | --- | |  | | | | | |
| 8.3. | [**Refinement**](http://3rs.ccac.ca/en/research/refinement/)**: Describe opportunities for refinement, such as modification of husbandry or experimental procedures to minimize pain and distress.**   |  | | --- | |  | | | | | |
| 9. | **Project and Procedure Details** | | | | |
| 9.1.1 | **In non-scientific terminology (suitable for a press release and no more than 300 words), summarize how:**  **A limit of 300 words is allowed for this section.  Provide a summary of the experiment in language that the public can understand.  Using simple terms, briefly describe the nature of the work to be done. Indicate why and to whom the research is important, the anticipated outcomes and the benefits to the research field. For a guide on how to write a lay summary, visit** [**ACC Forms**](https://carleton.ca/animalethics/animal-ethics/acc-forms/)   |  | | --- | |  | | | | | |
| 9.1.2 | **For this section, please list a short collection of bullet points that convey the core objectives and rationale of the study.  There should only be 3 – 5 bullet points with a maximum of 85 – 100 characters per bullet point (similar to “highlights” as required by many journals). These points provide readers with an at-a-glance overview of the main aspects of your experiments. Think of them as a quick snippet of the project—short and sweet.**   |  | | --- | |  | | | | | |
| 9.2. | **Describe, clearly, all procedures and techniques using animals (details of post-mortem analysis are not required). If information is not provided in 8.2, provide a breakdown on the animal numbers by experiment. Diagrams, flowcharts and tables are encouraged. Reference approved Standard Operating Procedures where applicable.**   |  | | --- | |  | | | | | |
| 9.3. | **List the location(s) where work will be conducted on live animals.**   |  | | --- | |  | | | | | |
| 9.4. | **Describe method of capture, and indicate what steps will be taken to minimize any stress. What is the injury/mortality potential? What is the monitoring frequency if applicable?**   |  | | --- | |  | | | | | |
| 9.5. | **Will animals be transported from the field?** **Yes  No**  **If yes, complete the remainder of this section** | | | | |
|  | **9.5.1. Describe how the animal(s) are transported (i.e. tank/cage, food, water, etc.).**   |  | | --- | |  | | | | | |
|  | **9.5.2. Describe animal holding conditions.**   |  | | --- | |  | | | | | |
|  | **9.5.3. Who will be responsible for their husbandry and health monitoring?**   |  | | --- | |  | | | | | |
|  | **9.5.4. How long will they be held?**   |  | | --- | |  | | | | | |
| 9.6. | **Describe the likelihood of any capture of any non-target species, indicating species, and what will be done to minimize this. What is the fate of any captured non-target species?**   |  | | --- | |  | | | | | |
| 9.7. | **Please list permits applied for / obtained and the corresponding permit number if known.**   |  | | --- | |  | | | | | |
| 10. | **Experimental Effects and Intervention** | | | | |
| 10.1 | **Identify any signs or symptoms that are expected based on the procedures described in Section 9.**   |  | | --- | |  | | | | | |
| 10.2 | **What signs or symptoms will result in removal from the study?**   |  | | --- | |  | | | | | |
| 10.3 | **When one of the above signs or symptoms occurs, what will happen to the animal? (i.e. euthanasia, intervention, treatment)**   |  | | --- | |  | | | | | |
| 10.4 | **Specify treatment(s) or Intervention(s), if applicable.**  **N/A**   |  | | --- | |  | | | | | |
| 11. | **Euthanasia** | | | | |
|  | ***CCAC guidance on methods of euthanasia are available at -*** [***ACC Forms***](https://carleton.ca/animalethics/animal-ethics/acc-forms/) | | | | |
| 11.1 | **Indicate the euthanasia method to be used, reference a SOP where applicable, or describe method.**   |  | | --- | |  | | | | | |
| 11.2 | **Is a physical method of euthanasia used without prior use of anesthetic?**  **Yes  No** | | | | |
|  | **If yes, justify.**   |  | | --- | |  | | | | | |
| 11.3 | **If applicable, explain the arrangements in place for disposal of animal carcasses**  **N/A**   |  | | --- | |  | | | | | |
| 12. | **Analgesia, Anesthesia and Surgery** | | | | |
| 12.1. | **Is surgery required? Yes  No**  **If yes, complete the remainder of this section.** | | | | |
| 12.2. | **Are these surgeries:  Survival  Non-survival** | | | | |
| 12.3. | **Describe surgical procedures, include a description of: reason for surgery, incision sites, tissue isolation methods, wound closure and estimate of time to complete surgery.**   |  | | --- | |  | | | | | |
| 12.4. | **Describe procedures to maintain a sterile field during surgery (e.g. sterile instruments – specify method, sterile surgical gloves etc.)**   |  | | --- | |  | | | | | |
| 12.5. | **Describe analgesics to be administered:** | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Dose** | **Frequency** | **Route of Administration** | |  |  |  |  | |  |  |  |  | | | | | | |
|  | To add a row, hover your mouse cursor to the bottom-left corner and click on the “+” button. OR right click the cell and insert a row below. | | | | |
| 12.6. | **Describe the post-anaesthetic and post-surgical monitoring and care procedures. Also describe criteria for assuring that animals are sufficiently recovered from anesthetic and surgical procedure to be released.** | | | | |
|  | |  | | --- | |  | | | | | |
| 12.7. | **Are animals used in more than one major surgical procedure from which they recover? Yes  No** | | | | |
|  | **If yes, describe and justify:**   |  | | --- | |  | | | | | |
| 13. | **Hazardous Materials – Human Safety** | | | | |
| 13.1. | **Are any hazardous materials (i.e biohazard, chemical, drug?)**  **Yes  No  If yes, complete the remainder sections** | | | | |
| 13.2. | **Specify each agent:**  **Biological (e.g. bacteria, virus, fungi) Yes  No**   |  | | --- | |  | | | | | |
|  | **Biosafety Permit Number:**   |  | | --- | |  | | | | | |
|  | **Chemical (e.g. carcinogen, hormone, etc.) Yes  No**   |  | | --- | |  | | | | | |
|  | **Radioisotope(s): Yes  No**   |  | | --- | |  | | | | | |
|  | **Radiation Permit Number:**   |  | | --- | |  | | | | | |
| 13.3. | **For each agent, complete the table below:** | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Specific Agent** | **Dose** | **Route of Administration** | **Frequency** | **How excreted by Animal** | **Duration of Exertion** | |  |  |  |  |  |  | |  |  |  |  |  |  | | | | | | |
|  | To add a row, hover your mouse cursor to the bottom-left corner and click on the “+” button. OR right click the cell and insert a row below. | | | | |
| 13.4. | **Describe the control measures used to avoid hazardous exposures (containment level, personal protective equipment, emergency procedures, waste management, etc.)**   |  | | --- | |  | | | | | |
| 14. | **Declaration** | | | | |
|  | **By clicking “agree” you are confirming that you will comply with all the statements listed below:**   1. **All personnel carrying work out on this protocol are listed as Project Team Members and will complete appropriate training prior to undertaking experimental work. Any changes to this need to be submitted on the Change to Personnel Amendment (Event Form).** 2. **This animal use protocol has been approved and submitted by the principal investigator listed on the submission.** 3. **All animals in this project will be cared for and used in accordance with the principles of the Canadian Council on Animal Care as stated in the "Guide to the Care and Use of Experimental Animals."** 4. **All techniques and facilities used will be in accordance with the Guidelines of the Canadian Council of Animal Care and the requirements of the Government of Ontario’s Animal Research Act (1980).**   **The Animal Care Committee will be notified immediately of any revisions to this experimental protocol.**  **I Agree** | | | | |

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