Animal Use Protocol (AUP) Approval

Getting Started

All research, teaching, and testing at UFV that involves animals requires review by the UFV Animal Care Committee. Initiating this review process is now all online through the UFV ROMEO Research Portal.

To complete your application for Animal Use Approval:

Login to the Romeo Researcher portal using your email address and password information. Please refer to the Registration section for further information on how to obtain an account.

To apply for AUP approval on ROMEO, this screen will appear once you have registered with ROMEO and logged in:

Click on the "APPLY NEW" link to bring up the application forms (see below)
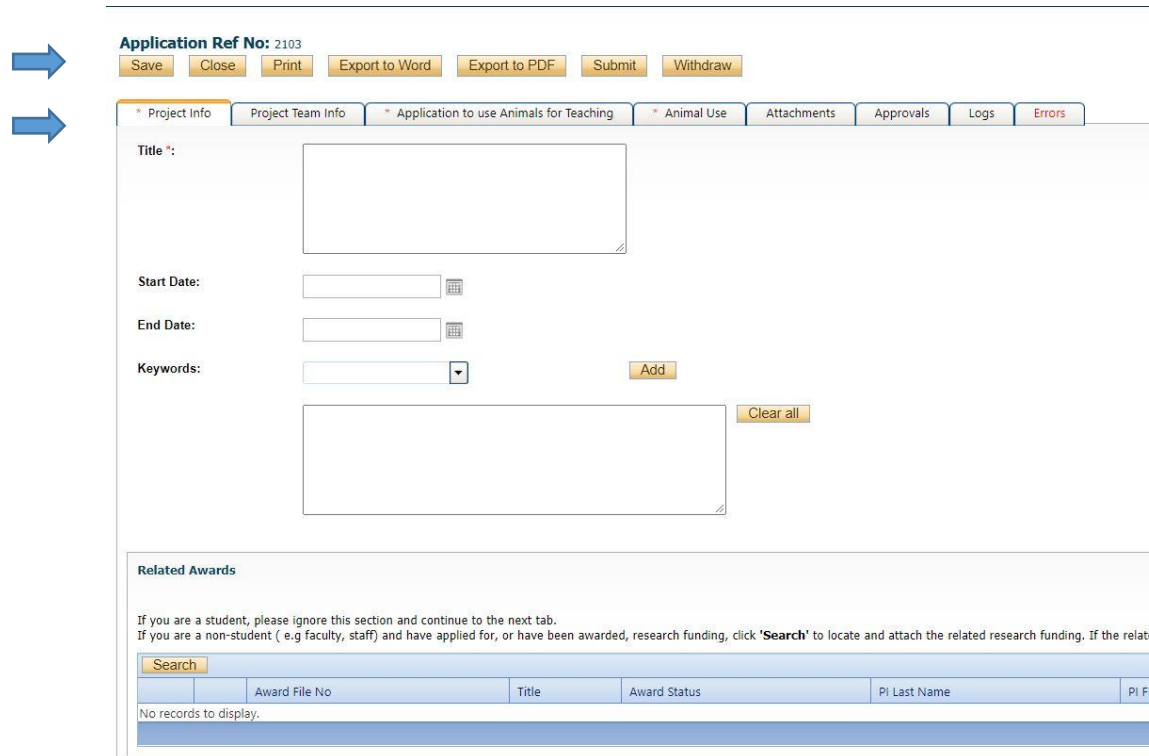
New Application Forms

Animal Care

Application Name	Description
Application to use Animals for Teaching	Application form for animals used for teaching purposes.
Application to use Animals for Research	Application form for animals used for research purposes.

Click on the appropriate form to begin the application process.

Click on the tabs at the top and complete each section, **making sure to press "SAVE" often and after each section is complete. More detailed information on each tab is laid out below.**
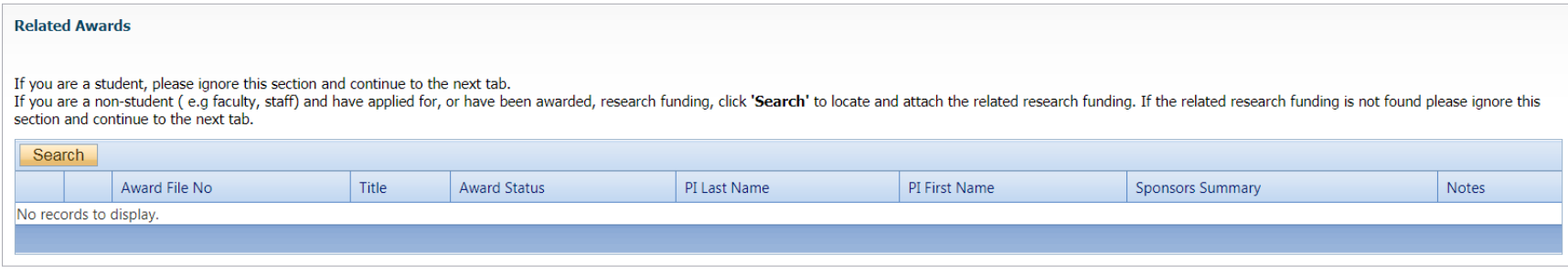

Each of these tabs constitutes the application and must be completed before the application can be submitted.

Project Info: Please enter the title of your research project or course, your proposed start and end dates of the entire project, and any keywords relating to animal use. **For courses:** Please enter the course number and name (e.g. BIO 390: Animal Behaviour).

IMPORTANT: Please enter a start and end date for **data collection only.** If you are applying for a course, this can be left blank.

** Related awards: Please search and click "Retrieve info" to pull up any related grants or awards. This will link the grant to the application.

Related Awards

If you are a student, please ignore this section and continue to the next tab.
If you are a non-student (e.g faculty, staff) and have applied for, or have been awarded, research funding, click **'Search'** to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

Search							
	Award File No	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
No records to display.							

5. Complete the Project Team tab and include any main team members that may be part of this research project/application. **If you have multiple co-investigators or team members, leave this for now and contact Yvette or Kelly to discuss the best way to do this.**
Your information should already be there unless you registered a new account with ROMEO (i.e new faculty, staff, student, external). If you need to change the PI you can do so by clicking "Change PI". The window will pop up with a list of all registered users. If you Change the PI though, you will no longer be able to submit – make sure to add yourself back in the team member section.

Team members added will be able to log in and see the application and make changes; however, they will not be able to submit.

IMPORTANT: ALWAYS choose "Retrieve Info" or "Search Profiles" before adding investigator information if it isn't already populated from your log in. You will also need to click the "submit" button and not press enter on the keyboard – hitting enter will turn up blank results. If an investigator is added to the database twice, the system will have problems properly managing communications. If someone is not in the system, please contact **Yvette Fairweather or Kelly Tracey** for assistance. We may add industry or community team members without emails at first so as not to inundate them with emails about the application. You may proceed with the application and come back to this step after they are added.

COURSES: The PI for course designations will be the main course instructor. Additional "Team members" can be added as additional course instructors.

Save   Close   Print   Export to Word   Export to PDF   Submit   Withdraw

| * Project Info | Project Team Info | * HREB Request for Ethical Review | Attachments | Approvals | Logs | Errors |

Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

Change PI   Refresh

Prefix: Dr. ▾   **Last Name*:** Dickens   **First Name*:** Charles

Affiliation*: College of Arts - Humanities ▾

Rank: Associate Professor ▾

Institution: University of the Fraser V ▾

To add any additional team members, click "Add New"

Other Project Member Info:

Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

Add New   ❓

	Last Name	First Name	Role In Project
No records to display.			

It will bring you to this screen – search for the additional team members and add them. Again, do not hit the enter button on your keyboard – you have to click "Search" or it will turn up blank results.

Make sure to add their role. Click **Save.** The window will close and bring you back to the main application.

Completing the AUP

Click on the tab: Application to use Animals for Teaching/Research. More tabs will populate beneath it. Any tab with an asterisk beside it is a required section or contains required questions.

Save often!

Click on each sub-tab to complete the sections of the AUP.

On the Animal Use Tab (below), please complete the animal use info for the main use of the animals. Please also be sure to click on the "Add New" to add the type of animal and the use of each species and complete the information there. If the species is missing, please contact Yvette to have it added.

Application Ref No: 2103

Save   Close   Print   Export to Word   Export to PDF   Submit   Withdraw

| * Project Info | Project Team Info | * Application to use Animals for Teaching | * Animal Use | Attachments | Approvals | Logs | Errors |

Animal Use Info

Purpose of Animal Use:(PAU) *	-Select- ▾
Category of Invasiveness:(CI) *	-Select- ▾
Classification	-Select- ▾
Protocol Description:	

Animal Use Summary:

Add New

		Species	Strain	# Animals Requested	# Animals Ap
No records to display.					

| Save | Close |

Species :   Bovine - Calves ▼

Strain :   [_____]

Weight :   [_____]

Gender :   [_____]

Source :   [_____]

Source Contact :   [_____]

Transportation :   [_____]

Housing Building Room :   [_____]

Experimental/Procedure Building Room :   [_____]

PAU :   -Select- ▼
(*By default it will be the same as General PAU, change this if it is different for this species)

CI :   -Select- ▼
(*By default it will be the same as General CI, change this if it is different for this species)

Comments :   [_____]

Animals Requested :   [_____]

Animals Approved :   [_____]

Animal Use Per Year Details:

| Add New |

If an individual species within a protocol will be subject to a different purpose of animal use or category of invasiveness (for example piglet processing), please change it here and save. This will be used for assessing the application and also for animal use reporting.

When you have finished the application sub-tabs, click on "Attachments" to add any additional supporting documents such as your merit reviews.
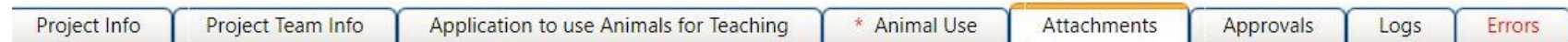
When you have completed all required questions in a tab the asterisk will disappear.

You can save and close your application at any point. Your application draft will reside in the "Applications: Drafts" file under the "Role: Principal Investigator" drop down list until it has been submitted. It is also important to check here to make sure you have submitted all the applications you had started!

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Role: Principal Investigator

Applications: Drafts	(4) ←
Applications: Requiring Attention	(0)
Applications: Under Review	(5)
Applications: Post-Review	(0)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

Role: Project Team Member

Role: Reviewer

To open your draft application, click on the "Applications, Drafts" link and a page like this will appear with a list of all your applications. Click on the "edit" button of the application you wish to open and work on.

When you are ready, you may submit the application. You may export your application at any point, however the attachments do not export with the application.

If there are required answers you have missed, a pop-up message will let you know and the Error tab will show you which questions were missed. After that error is fixed you should be able to submit the application.
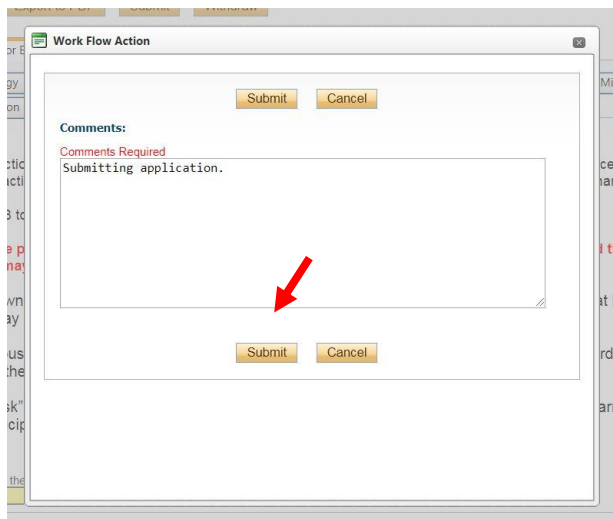
Application Ref No: 2685

| Save | Close | Print | Export to Word | Export to PDF | Submit | Withdraw |

| Project Info | Project Team Info | Application to use Animals for Teaching | * Animal Use | Attachments | Approvals | Logs | Errors |

Animal Use -> Purpose of Animal Use(PAU) is required.

Animal Use -> Category of Invasiveness(CI) is required.

A comment box will pop up. You can add any comments in here that you may need to communicate to the animal care coordinator. If you have nothing to add you will have to write something so N/A is fine. You will receive a confirmation in your email.

Work Flow Action

| Submit | Cancel |

Comments:

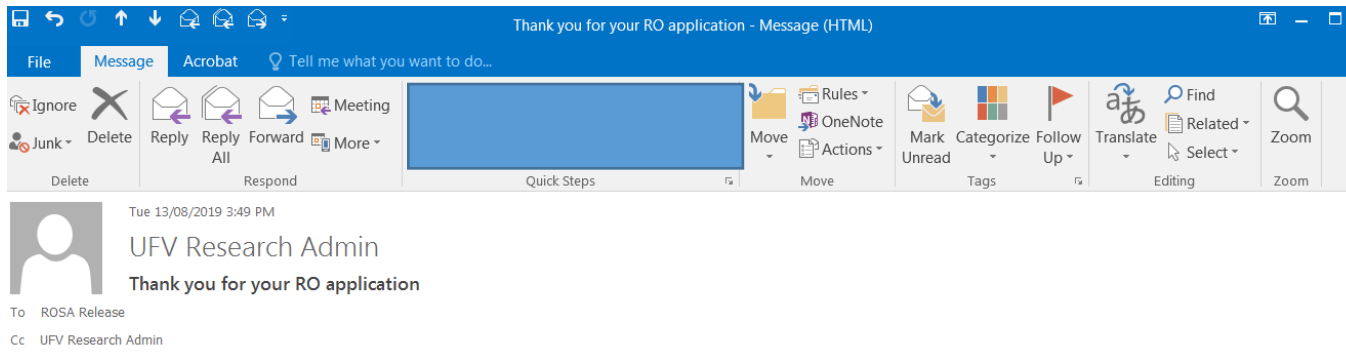Comments Required

Submitting application.

| Submit | Cancel |

Your application will appear in your home page under your role as "Applications: Under Review". Any other types of applications you have will appear here too, including ones you have to respond to and any you may have withdrawn.
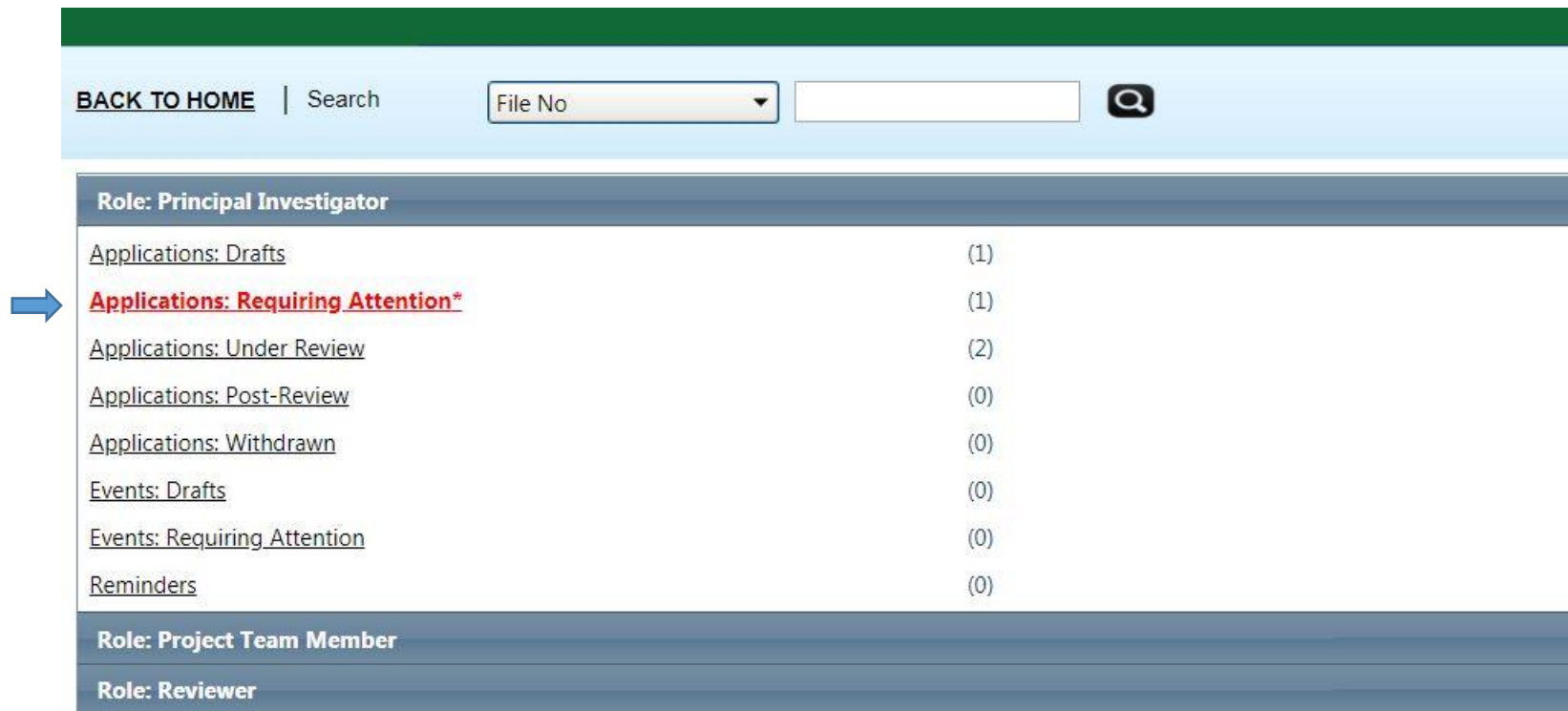

Once you submit your application, you will receive an automatic email confirming receipt of your application by the research office.

Greetings **Charles**,

Thank you for submitting your research option application. We will review your application and contact you if we require any further information.

Thank you,

UFV Research Office
rosa.release@ufv.ca

After Review

Once the revision has been completed and the comments are sent back to you in an email, you will log back into your ROMEO account and see your application that requires attention now. Click on that red link.

Here you will click "Edit" to make the requested changes to your application.

Make your changes and then save and re-submit. You will receive confirmation that your application was re-submitted.

Now on your Romeo homepage, you will see that your application is now "under review" again. If you click on it, you will see a list of all your applications in the system and their status.

This process will continue until approval is granted at which point you will receive an email with the approval information.