

 <p>Policies & Procedures Manual</p>	# Pages: 3	Policy Number: AN-02-01
	Approved by: UCN Animal Care Committee	
Section: Standard Operating Procedure (SOP)	Effective Date: August 27, 2021	
	Replaces: New	
Title: Animal Use Protocol Appeal Submission, Review and Approval.		

1 PURPOSE

This SOP describes the process for appealing decisions made by the University College of the North (UCN) Animal Care Committee (ACC) regarding animal use protocols. Appeals are managed by the office of the UCN Vice President for Academic and Research (VPAR).

2 RELATED DOCUMENTS AND REFERENCES

None

3 RESPONSIBILITY

3.1 Principle Investigator (PI) or instructors

PIs and instructors are responsible for preparing all necessary documentation for submission of an appeals package to UCN Vice President Academic and Research (VPAR).

3.2 VPAR

Receives all animal use protocol appeal submissions and appoints, at their discretion, two individuals to review the appeals package.

The VPAR is responsible for making the final decision on all animal use protocol appeals.

3.3 Reviewers

Receive animal use protocol appeal submission packages from the VPAR. They provide a summary of recommendations based on their review of the submission packages to the VPAR.

3.4 UCN's ACC

Together with UCN's VPAR and submission package reviewers, provide a final assessment of the submission package based on submitted recommendations.

4 PROCEDURE

In the event that an animal care protocol receives a negative decision by UCN's ACC, an individual/group has the right to request reconsideration of the decision using the following mechanism. UCN's ACC is then obligated to re-assess the protocol for a final decision.

4.1 Appeal Submission

- a) An appeal package must be submitted in the form of a letter to UCN's VPAR. The submission package must contain the following:
 - A submission letter clearly indicating the request to appeal and the specific protocol(s) subject to the decision.
 - Rejection/decision letter from the ACC specific to the protocol(s) subject to the decision.
 - Protocol(s) subject to the decision.
 - Rationale for requesting an appeal including your reasons for appeal, citing new or amended information.
 - Any other associated materials.
- b) Once received by the office of the VPAR, confirmation of the submission will be provided to the sender **within five (5) business days**.

4.2 Review of appeal submission package

- a) Two reviewers are appointed at the discretion of the VPAR within ten (10) business days of receiving the appeal submission.
 - Selection of reviewers will be based on an appropriate level of expertise in the area covered by the protocol.
 - Reviewers **MUST** not be current members of the UCN ACC.
 - All attempts should be made to select reviewers from the UCN community.
 - Reviewers may be selected from outside of the UCN community externally if required.
- b) The complete submission package is provided to the reviewers **within two (2) business days** following appointment.
- c) Reviewers will have **ten (10) business days** to complete their review and submit a summary of their decision to the office of the VPAR.

- d) A meeting to discuss the outcome of the reviews will be scheduled **within ten (10) business days of 2** (c) and will include members of the Appeal Review Team (ART). The ART will consist of:
- UCN's VPAR
 - Appeal submission package reviewers
 - All members of UCNs ACC
- e) Outcomes of the meeting (2(d)) will be formally documented in meeting minutes.

4.3 Decision

- a) Following the meeting (2(d)), UCN's VPAR will make the final decision on the protocol.
- b) The final decision will be documented as an addendum to the meeting minutes generated (2(e)).
- c) The decision will be formally communicated to both the individual requesting the appeal and UCN's ACC **within two (2) business days** of the VPAR's final decision.