

University College of the North Animal Care Committee (ACC)

Pedagogical Merit Review (PMR), Animal Use Protocol (AUP) and Post Approval Monitoring (PAM) Processes and Deadlines

Instructor: Submit completed PMR Form and AUP Form to the ACC Coordinator by April 30. **AUP Process** ACC Coordinator: Forward AUP Form to ACC members for review. **ACC Coordinator** (Designate of VPAR): Forward PMR Form to ACC: Review all AUP Forms but protocols received PMR approvals will be only two reviewers (UCN discussed and decided by May 30. faculty members). **ACC Decision: ACC Decision: ACC Decision: Approved with** Resubmission **Approved PMR Reviewer: Conditions** Required Project can Review the PMR Form Minor revisions commence Major revisions by **May 15**. required for when the required. final approval. The Instructor approval The Instructor addresses all notification satisfies all feedback by the received from **ACC Coordinator** conditions by deadline given the ACC (Designate of VPAR): Coordinator. the deadline by ACC. Notify the approval given by ACC. Project cannot or non-approval of Projects are Project cannot commence until approved for 1 PMR to the commence until year from receiving the Instructor. receiving the final approval. approval date. If the PMR is not final approval. approved, the Instructor has to resubmit the PMR Form prepared as Instructor: Submit revised AUP Form to the ACC instructed by the Coordinator by June 15. reviewers within 3 business days of receipt of ACC: Review revised AUP Form and make decision notification and go by June 30. through reapproval process. **ACC Decision: Approved** The Instructor has The Instructor has to keep revising the AUP to keep revising the Form until approved by the ACC. PMR Form until Project can commence when the approval approved by the notification received from the ACC reviewers. Coordinator. Share the final PMR Projects are approved for 1 year from review decision to approval date. ACC. PAM Process PAM Process **Instructor:** Submit Post Approval Monitoring (PAM) Form to the ACC Coordinator within 8 weeks of field work over but no later than December 15.

ACC: Review PAM Form and make decision by January 31.

ACC Coordinator: Notify the approval of PAM Form to the Instructor. If the PAM Form is not approved by the ACC, the Instructor has to keep revising the PAM Form until approved by the ACC.

ACC Coordinator: Forward PAM Form to ACC members for review.