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Committee	Animal Research Ethics Committee



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UNIVERSITY OF FORT HARE

UNIVERSITY OF FORT HARE ANIMAL RESEARCH ETHICS COMMITTEE (UFH-AREC)

STANDARD OPERATING PROCEDURE: Submission of applications

Purpose

To explain the process for submission of an animal ethics application to the University of Fort Hare Animal Research Ethics Committee (UFH-AREC) at the University of Fort Hare. The submissions Standard Operating Procedure will clarify to the researchers and lecturers how the applications should be submitted, what application forms are needed and what documentation is required in the application.

Scope

This SOP will be used for all applications for research and lecturing purposes involving the use of animals and as such is aimed at researchers and lecturers affiliated to the University of Fort Hare.

Prerequisites

Applicants should ensure that they have consulted the University of Fort Hare Ethics Policy, UFH-AREC Terms of Reference and the South African National Standard: The care and use of animals for scientific purposes (SANS 10386:2008 or newer) before completing an application form.

Responsibilities

1. It is the responsibility of all researchers and lecturers to ensure that they obtain ethical approval for animal-related activities. Failure to do so will result in the AUFH-AREC not recognising the research or lecturing activity.

Procedures

1. All scientific or lecturing activities conducted under the auspices of the University of Fort Hare must be submitted to the UFH-AREC. No scientific or lecturing activity involving the use of animals shall start before written approval is given. Failure to obtain such permission shall result in projects not being recognized and disciplinary action may be instituted.
2. Research and lecturing protocols are reviewed primarily from an ethical perspective although scientific and methodological aspects can also be considered.
3. The Primary Investigator must be a member of staff at the University of Fort Hare and not students or external researchers. The primary investigator assumes all responsibility for the ethical conduct of the project participants during the duration of the project.
4. The Applicant can be a student at the University of Fort Hare.
5. All applications need to be accompanied by the relevant documents, such as permits and licenses, data collection tools, SOPs, record monitoring sheets and UFH-AREC checklist. These documents will need to be furnished to the committee before final clearance is provided. Application forms are currently available on request from arec@ufh.ac.za. Projects can fall under one of three categories, each with their own application form;
 - a. Full application form: As per the SANS, all research involving vertebrates and higher invertebrates (cephalopods and decapods) must be submitted in the full proposal application form.
 - b. Invertebrate application form: All project on lower invertebrates should be submitted on the invertebrate application form.
 - c. Biological samples: All projects that will obtain biological samples from an existing source should submit the biological sample application form. Please note that samples should have been obtained in an ethical manner and the animal procedures that lead to the samples being collected should be known and explained (preferably accompanied by an ethical clearance number for the project on the animals).
6. All applications are to be submitted to arec@ufh.ac.za at least three weeks prior to the UFH-AREC meeting.
7. Pilot studies, where proposed or considered preferable, by the UFH-AREC, should be regarded as integral to the overall project(s). These enable the assessment of the feasibility and value of the project and the potential for Refinement and Reduction.
8. The chairperson or delegated member will forward applications to members at least 14 days prior to the meeting. To facilitate the review process, the chairperson or delegated member may contact the applicant prior to the start of the review process to request additional information or clarification.
9. The chairperson may, at his/her discretion, consult an external reviewer for a particular protocol should he/she not believe the necessary expertise exists in the committee. The external reviewer will be requested to make a written report available to the chairperson prior to the meeting.
10. Should the animal use component of a project be conducted at another institution, the applicant will need to obtain ethical clearance from that institution, as well as from the UFH-

AREC. The application form to UFH-AREC will need to include the ethics application to the other institution's ethics committee.

11. Amendments to accepted applications can be submitted using the amendment/modification form. The applicant should ensure that all relevant information relating to the changes to the application and animal procedures are clearly detailed to delay approval of the amendments.
12. Following the receipt of a decision requiring feedback, applicants have three months to provide the feedback or the application will be withdrawn. Should this happen the applicant will be required to submit a new application for review and deliberation by the committee.

References

South African National Standard: The care and use of animals for scientific purposes (SANS 10386: 2008)

Document History

Date	Version No	Reason for revision
July 2019	1	Newly formulated
17 July 2020	1.1	Annual review