**NEW AUP Checklist for Principal Investigator's**

**Note: If you are planning to renew, please complete Section 9 Appendix 8 and list all changes made since last time your AUP was approved.**

**SECTION 1:**

- 1.3 - Title must mention species

**SECTION 2:**

- 2.1 - Lay summary must be about 250-300 words, including sufficient background to understand the motivation and contest of the study. If this is a continued project (replacement AUP), include findings from the previous research. Jargon and references must be avoided and languages must reflect a basic high school level of understanding (References can be attached in section 9). If goals of the study are mentioned, be very specific, preferably in a list.
- 2.2 - Anticipated impact (specific), potential benefits to human and/or animal welfare Relevance of Research or Instruction): Explain how and why the animal species and model being used can address the scientific objectives and, where appropriate, the study's relevance to human biology.

**SECTION 3:**

- 3.5.3 - Research proposal must be attached (for Research AUPs Only)
- 3.5.3 - Grant Confirmation (from the granting agency or the University of Guelph Grants Office) must be attached.
- 3.7 Please attach a copy of the internal University review letter

**SECTION 4:**

All radio-isotopes, carcinogens, chemical agents, pathogens, or possibility of electroshock and any other potential risks must be listed:

- Physical Risk (working with large animals)
- Biosafety and Biocontainment Risk including zoonoses
- Carcinogens, Hormones and Radioactive substances
- Field Safety (including boat and diving safety)

**SECTION 5:**

- To be added on an AUP, all personnel with UoG login needs to go to the AUP system website, and login using the central login ID & password. This initial login will activate the account in the system so the username can be added to an AUP.
https://www.uoguelph.ca/research/services-divisions/acc/animal-utilization-protocol/
- All personnel performing procedures in Section 8 must be listed under Section 5.
- List all Personnel involved, including students must be listed in Section 5. Please ensure that all personnel listed have taken CORE MODULE training. They may register for the Online Core Module Training at
https://ca.apm.activecommunities.com/uofgconnect/Home?online_site_id=5
and in order to complete the course, access the course at
https://courselink.uoguelph.ca/shared/login/login.html
- One of the ACS veterinarians must be listed under Section 5.5. All other veterinarians can be added as associates
- Please list all holding facilities involved under Section 5.3

**SECTION 6:**

- 6. 1- For quantity, please provide the number of animals to be acquired over the course of one year (not uses) including provisions for extra animals. Investigators should clearly justify the number of animals per strain needed for the experiments described in this protocol for the coming year (one year only).
- 6.1.1-6.1.4 - Include the list of all sources, with their addresses.
- 6.1.5 - Total quantity of animals acquired must equal the total in disposition. Please include how many for each disposition: Euthanasia, slaughter, return to source, transfer to another AUP and adoption.
- Based on these experimental numbers, the investigator is to list separately the number of animals generated by breeding to obtain the experimental numbers. They should take into consideration the standard number for animals generated through breeding for the specific strain.
- 6.2 - Provide statistical justification for sample size. For example, State: Power, level of significance, variability and effect size - provide a statistical explanation for the sample size selected.
  https://stat.ubc.ca/~rollin/stats/ssize/n2.html.
  https://statpages.info/
- For each experiment, give brief details of the study design including:
  a. The number of experimental and control groups.
  b. Any steps taken to minimize the effects of subjective bias when allocating animals to treatment (e.g. randomization procedure) and when assessing results (e.g. if done, describe who was blinded and when).
  c. The experimental unit (e.g. a single animal, group or cage of animals).
- A time-line diagram or flow chart can be useful to illustrate how complex study designs were carried out.
- Provide a response in 6.7.

**SECTION 7:**

Complete all Sections from 7.1 to 7.3

- 7.1 – mention only conditions that could develop consequent to the research or teaching procedures performed on these animals.

**SECTION 8:**

- 8.1.1a - For each species, please list all procedures do not duplicate the same species, you may specify the numbers 8.1.1c) used against each procedure.
- 8.1.2d - Select a Category of Invasiveness for all procedures listed.
- 8.1.2e - List all personnel involved under each procedure (please ensure that they have enough training to perform these procedures).
- 8.1.3a - All drugs used in the study must be listed including dosages.
- 8.1.2c - All samples (i.e. blood sampling route and required volumes). Number of attempts must be listed for both research and teaching AUPs.

- 8.4 - Please provide a sequential description of all evaluations, procedures and timelines during the experimental timeline(s) or year. A **flowchart** is highly recommended for this section.

**Section 9: (Attachments)**

- Ensure that the teaching/display appendix is completed for Teaching/Display AUPs
- Ensure that all surgical procedures are detailed in the surgical appendix
- Ensure that the genetically modified animals appendix is completed (when working with genetically modified animals)
- Ensure that the field studies appendix is completed when conducting field studies
- Ensure that antibody production appendix is completed for antibody work

Other: please include a monitoring sheet, client consent (if animals are private source or client owned), SOPs or references to existing SOPs, relevant permits (MNR) and other committee approvals (i.e. Biosafety). Consider including inclusion/exclusion criteria screening as applicable.

---

Consider additional of samples/templates for PI use: