

SOP:	100.6	Submission of Applications for Animal Research Ethics Board (AREB) Review
Version Date:	10-2024	
Review By:	10-2027	
Subject:	To describe the procedure for submitting applications to the AREB for ethical review in accordance with CCAC guidelines and MacEwan University policy <i>Animal Research Ethics</i> for the use of animals in research, teaching or testing.	
Related Documents	SOPs RS 101 Scientific Merit Review; RS 102 Pedagogical Merit Review	

1. All animal use protocol (AUP) applications, including pilot studies, must be submitted to and approved by the AREB before the project begins and before any animals are obtained or bred (and annually thereafter for continued approval).
2. The MacEwan University Office of Research Services will not release funds for animal-based work until AREB approval has been granted.
3. All applications must undergo scientific merit peer review or pedagogical merit peer review prior to submission to the AREB (see SOPs RS 101 and RS 102).
4. All AUPs for animal research, testing, or teaching must be submitted on the appropriate application form using the online application platform.
5. The applicant is required to complete all relevant sections of the application form(s) and include all relevant documentation, appendices, and attachments, as per SOPs RS 101 and RS 102, so that the AREB can carry out a proper ethics review.
6. All applications must be submitted to the AREB by the deadlines indicated on the Research Services website, for each approval year.
7. All applications will be initially reviewed for completeness within three (3) business days of receipt by Animal Care & Ethics Staff.
8. Incomplete applications will be returned to the applicant for completion and resubmission. Resubmitted applications will be reviewed at the next full board meeting, according to the meeting deadline schedule.
9. Inclusion of an AUP on the meeting agenda will be at the discretion of the AREB Chair, in consultation with Animal Care & Ethics Staff.

Previous Versions

SOP Number	Date Effective	Summary of Changes
100.0	07-2010	Date created
100.1	12-2011	Reviewed
100.2	05-2012	Reviewed
100.3	11-2016	Minor textual edits.
100.4	10-2019	Updates to the application process.
100.5	08-2021	Staff position terms updated
100.6	10-2024	Reviewed, removed reference to ROMEO.