

|                          |                                                                                                                              |                                                                 |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>SOP:</b>              | <b>RS 111.4</b>                                                                                                              | <b>Appeals of Animal Research Ethics Board (AREB) Decisions</b> |
| <b>Version Date:</b>     | 10-2024                                                                                                                      |                                                                 |
| <b>Review By:</b>        | 10-2027                                                                                                                      |                                                                 |
| <b>Subject:</b>          | To describe the process of appeals (submission, receiving, and handling) of AREB decisions, in complement with Policy C5053. |                                                                 |
| <b>Related Documents</b> | AREB SOPs 100, 109, 110; MacEwan University Policy Animal Research Ethics                                                    |                                                                 |

1. Appeals are considered a last resort. In most cases, matters of disagreement can be resolved collegially between Principal Investigators and the AREB.
2. Where a protocol author or dissenting minority of the AREB is dissatisfied with an AREB decision or any ongoing research project, which cannot be resolved through communications between the protocol author and the AREB, the Senior Administrator Responsible for the Animal Care and Use Program ('senior administrator'), has discretion whether to convene an Appeal Committee to rule on the matter.

### Appeal Process

1. Applicants with a concern or complaint about an AREB rejection, suspension, or withdrawal of their project must submit in writing to the AREB Chair, details and the grounds of the concern or complaint.
2. All complaints will be reviewed by the AREB and the senior administrator in an appropriate time frame, depending on the seriousness of the complaint.
3. The senior administrator will send a letter of acknowledgement to the complainant, acknowledging receipt of the complaint, and outlining the mechanism by which the complaint will be investigated.
4. In cases where an Appeal Committee is established, those involved in the original decision cannot serve on the Appeal Committee.
5. If convened, the Appeal Committee membership should include a veterinarian licensed in Alberta experienced in laboratory work with animals in Canada and CCAC regulations.
6. The Appeal Committee will call on the investigator and the AREB Chair to provide input regarding the issues surrounding the appeal. The committee may also call on other subject matter experts named by the investigator to provide additional information.

7. The Appeal Committee restricts appeals to questions of AREB process, not to the substance of the AREB decision, and makes its recommendations to the senior administrator.
8. The Appeal Committee may halt an ongoing project, and all Committee decisions shall be final.
9. The complainant will be notified in writing of the Committee's decision.
10. All complaints will be recorded and noted in the AREB annual report. This will include information about the complaint, materials reviewed during the investigation, the investigation results, and any other relevant documentation.

---

#### Previous Versions

| SOP Number | Date Effective | Summary of Changes                    |
|------------|----------------|---------------------------------------|
| 111.0      | 07-2010        |                                       |
| 111.1      | 07-2011        |                                       |
| 111.2      | 11-2016        | Minor administrative edits            |
| 111.3      | 11-2019        | Updates to leadership                 |
| 111.3      | 10-2021        | Reviewed, no updates.                 |
| 111.4      | 10-2024        | Generic administrative position used. |