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| **SOP:** | **100.5** | **Submission of Applications for AREB Review**  |
| **Version Date:** | 10-2019 |
| **Review By:** | 10-2022 |
| **Subject:** | To describe the procedure for submitting applications to the AREB (Animal Research Ethics Board) for ethical review in accordance with CCAC guidelines and MacEwan University policy C5053 for the use of animals in research, teaching or testing.  |
| **Related Documents** | SOPs RS 101; RS 102 |

1. All animal use protocol (AUP) applications 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 platform, ROMEO.
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 the Research Ethics Officer.
8. Incomplete applications will be returned to the applicant for completion and resubmission. Complete applications received by the deadline for the next scheduled AREB meeting will be reviewed at the upcoming meeting. If the application is not resubmitted prior to the deadline for the next scheduled AREB meeting, it will be reviewed at the following meeting.
9. Inclusion of an AUP on the meeting agenda will be at the discretion of the AREB Chair, in consultation with the Research Ethics Officer.

**Previous Versions**

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| **SOP Number** | **Date Effective** | **Summary of Changes** |
| 100.0 | 07-2010 |  |
| 100.1 | 12-2011 |  |
| 100.2 | 05-2012 |  |
| 100.4 | 11-2016 | Minor textual edits. |
| 100.5 (Current) | 10-2019 | Updates to application process. |