



Date Received:

Protocol #:

File #:

Instructions:

1. Protocols are due the 1st Friday of every month.
2. Both the signed hardcopy and electronic protocol submission must be submitted by the deadline date.
3. Submit one copy of original protocol to ACC Admin. in the Dept. of Biomedical Sciences, AVC.
4. Submit an electronic copy to animalcare@upej.ca.
5. Retain a copy for your files.

Section 1 - Project Title, Proposed Start Date, Expected Project Completion Date

Title: _____

Proposed Start Date: _____

Expected Project Completion Date: _____

Section 2 - Principal Investigator

Name: _____ Dept.: _____

E-mail: _____

Work #: _____ Cell #: _____

Section 3 - Project Personnel

Name	Department	Work #	E-mail

Section 4 - Funding

A) Funding source will be coming from: (Place an "X" in all boxes that apply)

<input type="checkbox"/>	CIHR	<input type="checkbox"/>	NSERC	<input type="checkbox"/>	SSHRC	<input type="checkbox"/>	OTHER (specify) _____
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B) Approved grant number(s) & title(s): _____

C) If funds are pending provide submission date: _____

Expected approval date: _____

D) Are all procedures in this protocol identical to those in the grant / contract? Yes No

If "no", explain any discrepancies.

E) Is this a research project involving external partners? (Place an "X" in Box)

<input type="checkbox"/>	Yes - contact Synapse info@synapsepei.com to complete the required document(s). <i>Document(s) must be completed before beginning work on project.</i>
<input type="checkbox"/>	No

Section 5 - Project Summary

A) Provide a summary of the project.

B) Describe in as much detail as possible how animals were or will be impacted for the generation of this data?

C) Indicate how the results are being communicated to the sponsor.

Section 6 - Signatures

Following approval, a protocol number and file number will be assigned.

- This secondary data protocol is **VALID FOR 12 MONTHS** from the date of commencement.
- Multi-year secondary data protocols can be renewed for a **MAXIMUM OF 4 YEARS IN TOTAL**.

This secondary data protocol accurately describes the project. It will be kept current and will be modified only after obtaining the approval of the Animal Care Committee.

I certify the information provided is accurate and complete:

Principal Investigator: _____ **Date:** _____

Department Chair: _____ **Date:** _____

Section 7 - Approval

CERTIFICATION STATEMENT: The Animal Care Committee, having examined the proposal for the above project on matters relating to animal care and use, approves the experimental procedures proposed and certifies with the applicant that the care and treatment of animals used will be consistent with the University policy and will be in accordance with the principles outlined in the "Guide to the Care and Use of Experimental Animals" prepared by the Canadian Council on Animal Care. The Animal Care Committee also recognizes and respects the right of the investigator to privacy and confidentiality concerning the information presented in this protocol.

Chairperson, UPEI ACC: _____ **Date:** _____

Approved period for animal use beginning: _____ **ending:** _____