

**Procedure title:**

**Review Process of the Animal Ethics Committee**

**Purpose:**

1. To describe the process of the Animal Ethics Committee

**Scope:**

1. The SOP is applied to the Animal Ethics Committee review process

**References:**

1. SANS Code 10386-2008

**Terminology / Abbreviations:**

AEC : Animal Ethics Committee  
UP : University of Pretoria

**Procedure:**

The AEC of the UP evaluated protocols according to the SANS10386 guidelines.

**1. Applications have to be submitted to the secretariat of the committee for evaluations.**

- 1.1 The application will only be accepted if completed on the AEC approved forms.
- 1.2 The forms are questionnaires that contain the necessary information for the evaluation of the project.
- 1.3 The information on the questionnaire also has to be complete to ensure that all applicable project information is filed with the committee from a legal perspective.
- 1.4 Applications may be submitted at any point to the secretariat

**2. Meetings of the committee**

- 2.1 The committee meets once a month.
- 2.2 Only completed questionnaires submitted before the committee monthly submission date will be evaluated. These dates are published on the AEC website.
- 2.3 Any questionnaire submitted after the particular meeting cut-off dates, will stand-over to the next meeting.



### 3. Evaluation process

3.1 The committee makes use a two stage evaluation process

3.2 Each committee members is given a chance to put question to the researcher.

These questions are usually for clarification purposes, to request for missing information or alternatively to ask the researcher question on areas of potential ethical concerns. At this point, no decision has been made on the ethics of the project.

3.3 Researchers will be given an opportunity to response to the committee two working days before the scheduled meeting. If response is not received, it may result in the project being deferred to the next meeting for discussion.

3.4 The committee will meet in person on the last Monday of a given month (unless specified) and discuss the project and response received.

### 4. Decisions of the committee

4.1 The committee at its monthly meeting may opt to approve a project, reject a project or approval with conditions.

4.2 With approval with conditions, if the researcher agrees to the conditions, the chair can be given permission to sign of the protocol.

4.3 The committee can also give conditional projects for projects that also need to meet other regulatory approval such as Section 20 of the animal diseases Act, Section 21 of the Medicines and Related substances control act or TOPS permits of the NEMBA act. This conditional approval does not allow a researcher to start a project, and will only be converted to full approval on receipt of the necessary permits by the committee secretariat. For conditional approval, a letter will be issued which will state "The following project has been evaluated by the Animal Ethics Committee of the University of Pretoria, and found to be ethically acceptable, and thus approved. However, this study cannot start until the necessary regulatory approval have been attained and said proof made available to the committee secretariat"



## Appendix 1: Letter to Researcher

### RE: Project name (Project Number)

Dear Researcher

Thank you for submitting your application to the Animal Ethics Committee of the University of Pretoria for consideration. Your application has undergone the first stage of review by committee members. Following this review process they have some question, to which more information or clarification is needed. We do ask for your understanding if the questions posed are unusual or appear misplaced, as the question raised are in most cases an attempt by individual committee members to better understand the complexity of your project, and/or to ensure that the committee is in compliance with the legal requirements needed for the committee to function. If you disagree with any of the question raised, please feel free to indicate why you disagree with the particular comment/question.

We do need your response by the end of this week, so that it can serve at the next committee meeting scheduled for the following week. It is at this meeting, that the committee will make a decision on your study. The committee may at this point approve your project or if necessary ask for further clarification if the committee cannot reach consensus. If you are unable to provide a response by the end of the week, your application will be deferred to subsequent meetings until a response can be provided.

| Comment | Response(s) |
|---------|-------------|
| 1       |             |
| 2       |             |
| 3       |             |
| 4       |             |
| 5       |             |
| 6       |             |
| 7       |             |