

**UNIVERSITY OF KWAZULU-NATAL RESEARCH COMMITTEE
ANIMAL ETHICS SUB-COMMITTEE**

**NOTES FOR COMPLETION OF RENEWAL OF APPROVAL FOR RESEARCH
PROTOCOLS USING ANIMALS APPLICATION FORM**

Preamble

Renewal of approval for Research protocols using animals is an ANNUAL process. A simplified version of the application form is used. Since applicants should have copies of completed renewal forms/original application forms in electronic format, completion of the renewal form should be a simple process.

It is imperative that you update the following on an annual basis:

- (a) Descriptive name(s) of your projects (Section 1) in the format you require them to appear on your letter of approval
- (b) the names of the people (staff and students) involved in the projects (Section 3). As new students register during the year, an email with your Approval number in the Subject line to animaethics@ukzn.ac.za, giving details of the student and or research associate, will be appended to your renewal application to ensure that their work is covered by your animal ethics approval letter
- (c) indicate whether the animals are still housed in the same facilities (Section 4)
- (d) revisit the previous year's application/renewal to ascertain if there are any envisaged changes in background, objectives etc. (Section 5)
- (e) provide a brief (1-page) report on your research activities pertaining to the use of animals
- (f) carefully check through the procedures listed in the previous year's application/renewal to make sure that all relevant procedures are listed, numbers of animals used updated, etc. **Should there be a significant change in the number of animals used or where large numbers of animals are used annually, please justify below Table 7.2 (use a flow diagram to aid your justification)**
- (g) if necessary, provide adequate information to allow review of any additional procedures.

Each SUPERVISOR (of Hons, Masters or Doctoral students) or research GRANT HOLDER must submit one Renewal application covering all the animals used in his/her various projects.

Each continuing MASTERS or DOCTORAL STUDENT must submit a renewal application timeously on an annual basis.

Before completing the form you will need to refer to the *University of KwaZulu-Natal Guidance On The Humane Care And Use Of Animals* (referred to as the *Guidance* in

these notes and the application form) and the *Approved Standard Animal Procedures Booklet*, available from **Research Office: Animal Ethics, Govan Mbeki Bldg, Westville Campus** (animalethics@ukzn.ac.za).

Your application will be treated in confidence at all stages.

NOTES BY SECTION OF APPLICATION FORM

Please insert your surname between the markers at the top of each page (Header).

Section 2

2.8 Internal mailing address: Please give sufficient detail to ensure that your approval letter will reach you.

2.11 Please provide a UKZN Groupwise e-mail address (especially important for students-do NOT use yahoo etc e-mail addresses)

Section 3

All individuals using animals in research should be properly trained. **At present the training is provided to students by each suitably qualified and experienced supervisor.** In future the training will be provided through a series of lectures and in three levels. Level 1 is humane care and use of animals and is required of everyone associated with animal research. Level 2 is presented by species and includes basic handling and common procedures such as injection, bleeding and euthanasia and is needed by anyone with hands-on use of animals. Level 3 is for more specialised procedures such as surgery, containment, primate use, etc. and is needed only if individuals are doing these procedures. Supervisors who only direct research need level 1 and may satisfy level 2 by attending a special multiple species Supervisors/Academic staff level 2 session. Supervisors doing hands-on animal work need the regular level 2/3 classes.

To complete this section list first yourself, the supervisor and the level of training that you have received. Next, list all the research workers and students involved in your project and their level of animal training.

Section 4

This information is required to facilitate occasional inspections by the animal ethics sub-committee. In cases where all, or part, of the animal work is carried out at non-University of KwaZulu-Natal facilities, approval must be sought from that facility's animal ethics committee or equivalent authority. A copy of the letter of approval must be attached to this application form.

Section 5

If this is a continuation project, simply indicate whether there are any major changes to the relevant sections. Your previous application form will be used in conjunction with the renewal application during the review process.

Please note this is a Table and the animal species used/ its common name should be filled in to the right of the Housing facility.

Section 6

Please provide a brief (1-page) report on your research activities pertaining to the use of animals (numbers of animals used, any deviations from planned activities/numbers of animals, main findings/progress).

Section 7

It is essential that this Section be completed for the Renewal application.

Please consult the relevant section of the *Approved Standard Procedures Booklet* and use the appropriate codes to describe the protocols used in your animal work. If any of your protocols are not covered in the *Booklet*, please give details in Section 6.3 in the same format as used in the *Booklet*.

Should any SURGICAL PROCEDURES form part of the Plan of Work, it is essential to identify the individual(s) who will be carrying out these procedures. Please note that only registered veterinarians or researchers who have been accredited by the South African Veterinary Council are permitted to carry out surgical procedures.

Please send a signed hard copy (original) to Mariette Snyman, Animal Ethics, Research Office, Govan Mbeki Bldg, Westville Campus **AND** an electronic (MS Word - NOT pdf) copy without signatures to animaethics@ukzn.ac.za to expedite the review process.