POLICY ON THE ETHICAL USE OF ANIMALS IN RESEARCH AND TEACHING

Effective Date: April 14, 2023 **Approval Authority:** Senate

Supersedes /Amends: October 31, 2014 **Policy Number:** VPRGS-13

PREAMBLE

The use of animals in research at Concordia University (the "University") is performed in accordance with the guidelines and standards of the Canadian Council on Animal Care ("CCAC"). The CCAC was established in 1968 to oversee the ethical use of animals in science in Canada. As part of its mandate, the CCAC conducts regular site visits to institutions that use animals in research and issues the CCAC Certificate of GAP - Good Animal Practice® to those found to be in compliance with its standards.

SCOPE

This Policy and its related Procedures apply to all Researchers (as defined below) and outline the principles that govern ethics review of Research (as defined below) and teaching involving animals.

PURPOSE

The purpose of this Policy and its related Procedures is to ensure that all University Researchers, who conduct Research that involve the use of animals, do so in accordance with this Policy, applicable laws, regulations and in a humane and ethical manner.

DEFINITIONS

"Concordia Animal Research Ethics Committee" or "AREC" means the committee that reviews and approves all Research related to and/or conducted with the use of animals.

"Research" means all research and teaching activities, whether they are funded or not.

"Researcher(s)" means University faculty, students and staff.

POLICY

1. The Vice-President, Research and Graduate Studies (VPRGS) shall have the overall responsibility for the University's animal use program.

2. Researchers shall be responsible for complying with the guidelines set forth by the CCAC as well as with this Policy and its related Procedures, and any other related University guidelines and policies.

3. The Procedures related to this Policy address the following:

    a) Composition of the AREC
    b) Mandate and authority of the AREC
    c) Mandate of the Office of Research ("OOR"), Consulting Veterinarians and Animal Care Facility ("ACF")
    d) Meetings and related processes of the AREC
    e) Appeal mechanism
    f) Miscellaneous AREC processes and responsibilities

4. Any amendments to the Procedures as recommended by the VPRGS and endorsed by the Chair of the AREC, are subject to the approval of relevant Faculty Deans.

5. All Researchers conducting Research involving the use of animals must submit an Animal Use Protocol ("AUP") for the AREC review, and must obtain the AREC Certificate of Ethical Acceptability for Research or Teaching Involving the Use of Animals ("Certificate") before the Research begins. Research funds will not be released until the Certificate is obtained.

6. Any modifications to an originally approved protocol must be reviewed and approved by the AREC. Where the modifications are minor in nature, the amendment request must be reviewed by the Chair and veterinarians of the AREC as well as the Manager of the ACF and the community representative. Administrative amendments are reviewed by the OOR staff.

7. The Certificate will remain valid for 1 year following the date of approval. For all studies continuing beyond this 1 year time-frame, an Animal Use Protocol Renewal Request must

be submitted to the AREC for consideration before the end of the validity period in order to ensure on-going ethics approval. Protocols may be renewed a maximum of three times, after which time a new AUP must be submitted.

8. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the VPRGS.

Approved by Senate on October 31, 2014, and amended on April 14, 2023.