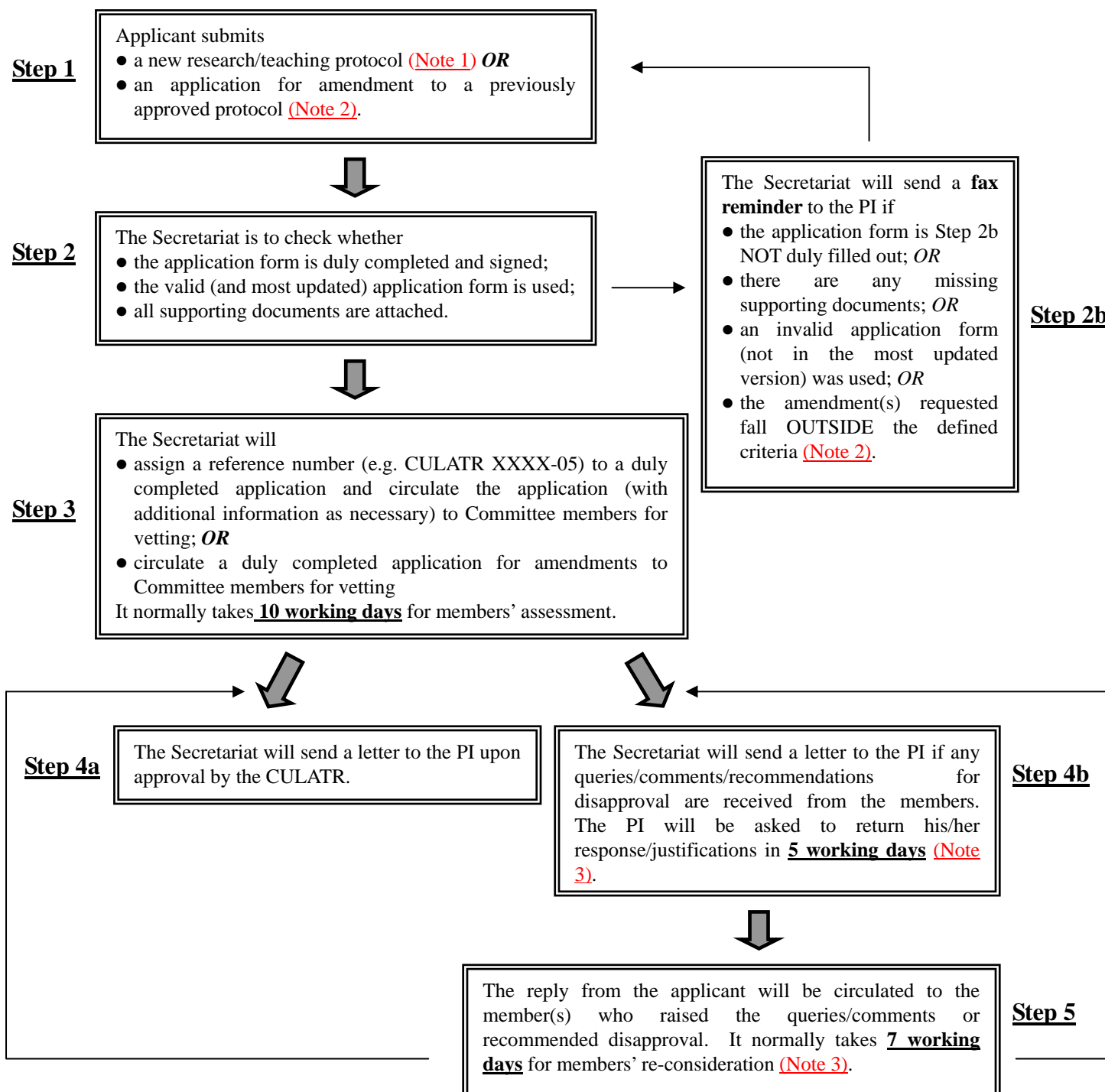


THE UNIVERSITY OF HONG KONG
Committee on the Use of Live Animals in Teaching and Research (CULATR)
Protocol Vetting Procedures



Important Notes for Applicants:

(1) **New Submission**

For a protocol which is indicated as “**acute**” (involving euthanasia of animals only, or procedures to be performed on animals under anesthesia followed by euthanasia, or procedures to be performed on conscious animals followed by euthanasia; all procedures to be completed within one working day) and “**non-invasive**” in nature, and substantially similar in content to a previously approved protocol, a “**fast-track**” procedure which takes approximately **10 working days** for scrutiny and approval may be used. For a protocol on **preliminary and pilot experiment**, there is also a “**fast-track**” mechanism in place for vetting.

(2) **Application for Amendments**

Application for amendment(s) to a previously approved protocol will be considered **only** if the proposed changes involved:

- increase in the number of animals of the approved strain/species by less than 10%;
- changes in staff/students involved in the experimental procedures;
- changes in the project title; and/or
- minor changes to experimental / animal handling procedures that do not cause serious implications to the welfare of animals.

A **new CULATR application** is required if the changes involved fall **OUTSIDE** the above criteria or if the Committee deems necessary.

Please submit the following documents for amendments cases:

- (i) Application form for amendment. Please complete the relevant sections (Sections 1 – 3 and 7 and/or 11 and 14 – 16) and return those pages of the application form **only**;
- (ii) A covering letter, signed by the Principal Investigator, listing and explaining the amendments to be made;
- (iii) Approval letter of previously approved protocol;
- (iv) Protocol application of previously approved protocol (Only Sections 1 – 3 are required for amendments in title and/or change of staff members. For other amendments, the full protocol is required); and
- (v) **Valid** animal licenses of all new staff members.

(3) Steps **4b** and **5** will be repeated if

- the applicant's reply and/or justifications are deemed unsatisfactory by the members concerned; and/or
- the members concerned have made further queries; and/or
- additional supporting document(s) is requested by the members concerned.

June 2008

amended August 2009