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

Applicant submits
• a new research/teaching protocol (Note 1) OR
• an application for amendment to a previously approved protocol (Note 2).

Step 1

The Secretariat is to check whether
• the application form is duly completed and signed;
• the valid (and most updated) application form is used;
• all supporting documents are attached.

Step 2

The Secretariat will assign a reference number (e.g. CULATR XXXX-05) to a duly completed application and circulate the application (with additional information as necessary) to Committee members for vetting; OR
• circulate a duly completed application for amendments to Committee members for vetting
It normally takes 10 working days for members’ assessment.

Step 3

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