*****STELLENBOSCH UNIVERSITY***

**Research Ethics Committee: Animal Care and Use (REC: ACU)**

**Checklist indicating what information is required for completing the REC: ACU online Application for ethics clearance**

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| 1. Research Proposal |  |
| 1. The following information is required for each key personnel person on this project  * Name and Surname * Cell number * Qualifications * Specific Animal Related Duties * Professional Registration * Professional Registration certificate * Persons role on the project * Experience in animal research interaction * Email Address * Current Organisation/ Department * Current position |  |
| 1. If there any other Stellenbosch University Ethics applications that are related to, or have a bearing on, your new application, this includes any ethics applications that have already been reviewed or are pending review at any of the 5 Stellenbosch Ethics Committees (HREC1, HREC2, REC: Humanities, REC: AUC or REC:BEE) you must have the following information:  * Ethics Reference Number * Title of the project * Committee Name * Name and Surname of the person listed as the PI on the project |  |
| 1. If this project went for any other review not conducted by Stellenbosch you will required the following information:  * Application Number * Title of the project * Committee Name * Status of Application * Approval Notice (if the project was approved) * Reason for Disapproval (if application was not approved) |  |
| 1. Signed Scientific Review Statement |  |
| 1. Copies of all permits required (the permit if it has already been issued or the submitted application if the permit has not yet been issued) |  |
| 1. Synopsis |  |
| 1. Monitoring Sheets |  |
| 1. References (you will be required to justify certain answers with support from the literature) |  |
| 1. Any additional support documentation |  |
| 1. Daily Care Schedules (if applicable) |  |
| 1. Student Worksheet (in the case of Applications for Education and Training) |  |
| 1. Signed letter(s) of confirmation from a vet(s) approving drugs to be used in your project |  |
| 1. Signed approval statement from the Relevant Institutional Safety Officer to provide assurance of safety for your project |  |
| 1. The laboratory's occupational safety protocol (if applicable) |  |

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**Enquiries on any REC: ACU related matters may be directed to the Secretary, Mr Winston Beukes at +27 21 808-9003 or wabeukes@sun.ac.za**