*****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
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| 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
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| 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
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| 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)
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| 1. Signed Scientific Review Statement
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| 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)
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| 1. Synopsis
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| 1. Monitoring Sheets
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| 1. References (you will be required to justify certain answers with support from the literature)
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| 1. Any additional support documentation
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| 1. Daily Care Schedules (if applicable)
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| 1. Student Worksheet (in the case of Applications for Education and Training)
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| 1. Signed letter(s) of confirmation from a vet(s) approving drugs to be used in your project
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| 1. Signed approval statement from the Relevant Institutional Safety Officer to provide assurance of safety for your project
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| 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**