



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

# How to Submit a Animal Care Amendment



PI and Staff

My Roles

PI & Staff

- Committee Member
- REB Guest Reviewer

Create:

- Conflict of Interest
- Human Ethics
- Animal Care
- Biosafety

Send Feedback

Committees

- Name
- Animal Care Committee
- BC Cancer Agency Research Ethics Board
- Biosafety Committee
- Children's and Women's Research Ethics Board
- Clinical Research Ethics Board
- Conflict of Interest Committee
- Providence Health Care Research Ethics Board
- UBC Behavioural Research Ethics Board
- UBC Okanagan Behavioural Research Ethics Board

## Page for Prince Epple

Open notifications

### Welcome to your personal RISE Home Page.

To view your ethics studies or declarations select the applicable grey tab below (Animal Care, Human Ethics, Conflict of Interest). Click [here](#) for FAQs.

- My Inbox
- Conflict of Interest
- Human Ethics
- Animal Care**
- Biosafety
- Inactive
- Reports/Tutorials

Your 'Inbox' is a folder for receiving items that require your attention. Once each item is addressed, it will leave your 'Inbox' and be filed under one of the other applicable tabs. Click on the name of the study to see details of the application or Post Approval Activity (PAA).

Click on the Animal Care tab to view all your Animal Care applications.

### New Applications

Filter by	ID	Name	Type	Owner	State	Last State Change
	A14-0007	test	Animal Care	Epple, Prince	Pre Submission	5/15/2014 4:23 PM
	H14-00036	PFM Kenya	Human Ethics	Epple, Prince	Pre Submission	4/15/2014 9:28 AM
	H14-00031	Abdo pain NYD	Human Ethics	Epple, Prince	Pre Submission	4/9/2014 8:30 AM
	H14-00028	construction waste	Human Ethics	Apple, Prinz	Pre Submission	4/7/2014 1:39 PM
	H13-00106	Discrimination and activism	Human Ethics	Apple, Prinz	Pre Submission	12/6/2013 10:05 AM
	H13-00105	Activism Study	Human Ethics	Epple, Prince	Pre Submission	12/6/2013 7:00 AM
	H13-00092	Fibrosis	Human Ethics	Apple, Prinz	Pre Submission	9/3/2013 11:16 AM
	H13-00054	BCCDC	Human Ethics	Epple, Prince	Pre Submission	4/17/2013 9:16 AM
	H13-00050	test	Human Ethics	Epple, Prince	Pre Submission	4/12/2013 1:13 PM
	H13-00049	Comment 111	Human Ethics	Epple, Prince	Pre Submission	4/10/2013 1:48 PM

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### Post Approval Activities (In Progress)

Filter by	ID	Name	Type	Owner	State	Last State Change	PAA Type
	B14-0007-A002	RISe Tutorial	Biosafety PAA	Epple, Prince	Pre Submission	5/15/2014 2:51 PM	
	H13-00044-A002	request for acknowl	Human-Post Approval Activities	Apple, Prinz	Pre Submission	3/28/2014 2:07 PM	Request for Acknowledgement
	H13-00044-A001	asdasd	Human-Post Approval Activities	Apple, Prinz	Pre Submission	1/9/2014 8:57 AM	Completion of Behavioural Study
	H12-00045-	Brain Study - Amendment	Human-Post Approval	Epple,	Pre	12/5/2012 11:00	Amendments to Study



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Name

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- My Inbox
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- Animal Care**
- Biosafety
- Inactive
- Reports/Tutorials

This folder contains all of your Animal Care applications and all amendments and renewals to your studies. Click on the name of the study to see the details of the application, amendment, or renewal. Click [here](#) for FAQs on Animal Care Ethics.

Click on the Name of the study for which you would like to submit an Amendment.

### Animal Care Applications

Filter by ID Go Clear Advanced

ID	Name	Owner	State	Last State Change	Expiration Date
A14-0010	RISe Tutorial	Epple, Prince	Approved	5/16/2014 11:42 AM	May 16, 2015
A14-0009	RISe Tutorial	Epple, Prince	Approved	5/16/2014 11:01 AM	May 16, 2015
A14-0008	RISe Tutorial	Epple, Prince	Approved	5/16/2014 10:29 AM	May 16, 2015
A14-0007	test	Epple, Prince	Pre Submission	5/15/2014 4:23 PM	
A14-0006	test	Epple, Prince	ACC Staff Screening	5/14/2014 2:43 PM	
A11-0001	The integration of omic description and systems biology in cattle breeding	Epple, Prince	Pre Submission	6/20/2011 2:49 PM	

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Help

... > ... > RISE Tutorial

Current State

Approved

I would like to create....

New Renewal/Terminate

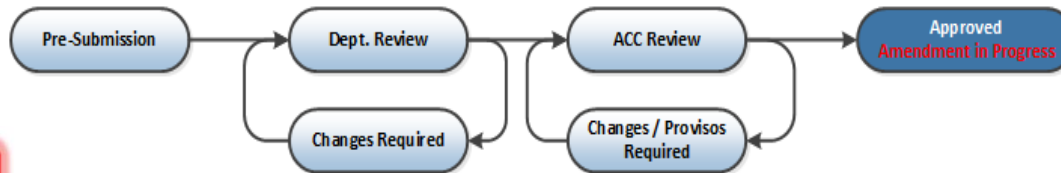
Activities

Copy Application

Viewing/Printing

Application - Full

Application - Review/Print



(A14-0009) RISE Tutorial

Principal Investigator: Prinz Apple

Primary Contact:

Department/Division: Medicine, Faculty of

Type of Study: Animal

Type of Animal Application: Breeding

Original Date Approved:

Click to create a new Amendment.

Start Date: 16 May 2014

Last Date Approved:

Expiration Date: 16 May 2015

Current Approval Certificate: View

Version: 1 . 0

Highest Category of Invasiveness: B

Correspondence Amendments Renewals Activities Log

Select an activity on the left from the "I would like to ..." options to execute various activities. Below you will find the correspondence related to your Animal Care Application. The Activity below displays the state changes of this application. Any additional information entered during the state change will show up as text under the activity. Clicking the activity will give you more details about the activity.

Filter by	Activity	Author	Activity Date
ACCA	Approved	Apple, Prinz	16/05/2014 11:01
	<a href="#">See Approval Letter</a>		
Dept	Application Approved By Department	Head, Department	16/05/2014 10:57
PI	Submitted Application	Epple, Prince	16/05/2014 10:55



<< Back

Save | Print...

Finish

## Amendment Coversheet

After fill the coversheet form  
click "Finish".

Please enter a nickname for this Amendment below. The nickname entered here will be what the amendment is known as throughout the approval process and to the PI and Study Team.

\* Amendment Tutorial ( )

The following is a summary of the changes you will be making to your application. It will serve as a guide to the Animal Care Committee on the sections of the application you have changed, and allow you to provide any comments that you feel might be helpful. We have listed the pertinent sections of the application form to the right of each question below. Please note, comments entered on this amendment coversheet will not be added on the application. If comments are made on the amendment coversheet but not changed in the application, the amendment will be returned incomplete by the Animal Care Committee.

Please note that the change **Enter a nickname for the Amendment.** requires the submission of a new application. In addition, after an application has been approved the study start date cannot be amended.

### Adding or deleting a project title and/or funding agency to this approved application?

Yes  No [Clear](#)

To effect these changes, please go to Page 2 in the application and amend the appropriate questions.

### Adding or deleting personnel to the approved application?

Yes  No [Clear](#)

To effect these changes, please go to Page 1 in the application and amend the appropriate questions.

### Changes to Animal Information, species/strain, number of animals, or animal location? If changing animal information, provide justification on application.

Yes  No [Clear](#)

Comments:

To effect these changes, please go to Page 4 in the application and amend the appropriate questions. If amending an attachment, highlight or bold any changes.

### Changes to Animal Procedures?

Yes  No [Clear](#)

Comments:

To effect these changes, please go to Page 4 in the application and amend the appropriate questions. If amending an attachment, highlight or bold any changes.

### Changes to Animal Monitoring?

Yes  No [Clear](#)

Comments:

To effect these changes, please go to Page 5 in the application and amend the appropriate questions. If amending an attachment, highlight or bold any changes.



<< Back

Save

Exit

Hide/Show Errors | Print... | Jump To:

1. Study Team ▾

Continue >>

### 1. STUDY TEAM - ANIMAL CARE

**“Save” and “Exit” once changes on the application are complete.**

- 1. Study Team
- 2. Study Dates and Funding
- 3. Animal Information & Ty
- 4. Animal Information, Pro
- 5. Animal Monitoring
- 6. Drugs and Chemicals
- 7. Course Information
- 8. Signatures and Final Page

**Use the Jump to: tool to navigate and make any additional amendments to the application.**

#### \* 1.1.

Please select the Principal Investigator (PI) for the study. The PI is responsible for all aspects of the work conducted under the protocol. Once you hit "Select", you can enter the PI's name, or enter the first few letters of his or her name and hit "Go". You can sort the returned list alphabetically by First name, Last name, or Organization by clicking the appropriate heading.

Prince Epple

Primary Appointment: Medicine, Faculty of  
Rank: Professor  
Animal Care Training (Online) Certificate Number:  
Animal Care Training (Practical) Certificate Numbers:

#### 1.2.

Provide the name of ONE primary contact person in addition to the PI who will receive ALL correspondence regarding this application. This primary contact will have online access to read, amend, and track the application.

Complete sections 1.3, 1.4 and 1.5 to add Co-Investigators and study team members directly involved in the care and use of animals in this study and designate their access for this study.

**To add** Co-Investigators in 1.3 and study team members in 1.4:

1. Click "Add".
2. Enter the name or enter the first few letters of the person's name and click "Go".
3. You can sort the returned list alphabetically by First name, Last name, or Organization by clicking the appropriate heading.
4. Select the boxes beside ALL applicable names and click "OK".

**To delete** a person from the list, select the box next to his or her name and click "Remove".

#### 1.3 Co-Investigators:

List all Co-Investigators of the study. These members WILL have online access to read, amend and track the application.

Last Name	First Name	Institution/Department	Rank	Online Training	Practical Training
There are no items to display					

#### 1.4. Study Team Members - Online Access

List all study team members who WILL HAVE online access to read, amend and track the application. All study team members must list online training and study team members that have "hands on" contact with animals must list practical training and their role in the study must be defined in section 4.10.

To meet the Canadian Council on Animal Care (CCAC) requirements, the online animal care training program is compulsory. If you are involved with animals in research, teaching, or testing, you must be trained in animal care and ethical issues involved in animal use. If you have completed this training, please update your RISE profile. If you have not, please select [here](#) to register. If you have taken any practical courses offered through the Animal Care Centre, please ensure that you update your RISE profile (practical animal care training section). Certification of completed/passed practical training course is required for any individual that has "hands on" contact with animals. The role of each study team member in the study must be defined in section 4.10.

If this is a Breeding application, please ensure the Colony



Help

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Current State

Pre Submission

Activities

Edit Amendment Coversheet

Edit Application

SUBMIT AMENDMENT APPLICATION

Permanently Inactivate

Viewing/Printing

Application - Review/Print

Amendment Coversheet - Review/Print

Application Changes

Study Homepage

<sup>A</sup>(A14-0009-A001) RISE Tutorial

Application: RISE Tutorial

Principal Investigator: Prinz Apple

Primary Contact:

Meeting Type:

Committee Reviewers:

Secondary Reviewer:

A Amendment number is appended to the original Study ID number.

To track the status of your PAA through the approval process, refer to the "Current State" box.

Correspondence

Select an activity on the left from the "I would like to" options to view the amendment or execute other activities. Below you will find the correspondence related to the amendment. The Activity column below displays the activity name. Clicking the activity name will give you more details about the activity.

As the state of your Amendment is "Pre Submission", the Coversheet is still open for any edits you may want to make.

Filter by Activity [dropdown] Go Clear Advanced

No data to display.





<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Amendment Project Identification Information ▾

Finish

## Amendment Coversheet

Please enter a nickname for this Amendment below. The nickname entered here will be what the amendment is known as throughout the approval process and to the PI and Study Team.

\* Amendment Tutorial

( A14-0010-A001

**Edit the Amendment Coversheet and click "Finish" when done.**

The following is a summary of the changes you will be making to your application. It will serve as a guide to the Animal Care Committee on the sections of the application you have changed, and allow you to provide any comments that you feel might be helpful. We have listed the pertinent sections of the application form to the right of each question below. Please note, comments entered on this amendment coversheet will not be added on the application. If comments are made on the amendment coversheet but not changed in the application, the amendment will be returned incomplete by the Animal Care Committee.

Please note that the changing of a Principal Investigator once a study has been approved requires the submission of a new application. In addition, after an application has been approved the study start date cannot be amended.

### Adding or deleting a project title and/or funding agency to this approved application?

Yes  No [Clear](#)

To effect these changes, please go to Page 2 in the application and amend the appropriate questions.

### Adding or deleting personnel to the approved application?

Yes  No [Clear](#)

To effect these changes, please go to Page 1 in the application and amend the appropriate questions.

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Yes  No [Clear](#)

Comments:

To effect these changes, please go to Page 4 in the application and amend the appropriate questions. If amending an attachment, highlight or bold any changes.

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Yes  No [Clear](#)

Comments:

To effect these changes, please go to Page 4 in the application and amend the appropriate questions. If amending an attachment, highlight or bold any changes.

### Changes to Animal Monitoring?

Yes  No [Clear](#)

Comments:

To effect these changes, please go to Page 5 in the application and amend the appropriate questions. If amending an





Help

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Current State

Pre Submission

Activities

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[Edit Application](#)

[SUBMIT AMENDMENT APPLICATION](#)

[Permanently Inactivate](#)

Viewing/Printing

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[Amendment Coversheet - Review/Print](#)

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[Study Homepage](#)

**(A14-0009-A001) RISE Tutorial**

<b>Application:</b>	RISe Tutorial		
<b>Principal Investigator:</b>	<a href="#">Prinz Apple</a>		
<b>Primary Contact:</b>	<b>Department:</b>	Medicine, Faculty of	
<b>Meeting Type:</b>	<b>Meeting Date &amp; Time:</b>	-	
<b>Committee Reviewers:</b>	Primary Reviewer:		
	Secondary Reviewer:		

Correspondence

**You can also edit the application.**

Select an activity on the left from the "I would like to ..." options to view the amendment or execute other activities. Below you will find the correspondence related to the amendment. The Activity column below displays the state changes of this amendment. Any additional information entered during the state change will show up as text under the activity. Clicking the activity will give you more details about the activity.

Filter by Activity    [Advanced](#)

No data to display.



Help

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Current State

Pre Submission

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Edit Amendment Coversheet

Edit Application

**SUBMIT AMENDMENT APPLICATION**

Permanently Inactivate

Viewing/Printing

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[Amendment Coversheet - Review/Print](#)

[Application Changes](#)

[Study Homepage](#)

**(A14-0009-A001) RISE Tutorial**

<b>Application:</b>	RISe Tutorial		
<b>Principal Investigator:</b>	<a href="#">Prinz Apple</a>		
<b>Primary Contact:</b>	<b>Department:</b>	Medicine, Faculty of	
<b>Meeting Type:</b>	<b>Meeting Date &amp; Time:</b>	-	
<b>Committee Reviewers:</b>	Primary Reviewer:		
	Secondary Reviewer:		

**Click to submit your Amendment for review. Only the PI can do this activity.**

Correspondence

Select an activity on the left from the "I would like to ..." options to view the amendment or execute other activities. Below you will find the correspondence related to the amendment. The Activity column below displays the state changes of this amendment. Any additional information entered during the state change will show up as text under the activity. Clicking the activity will give you more details about the activity.

Filter by Activity    [Advanced](#)

No data to display.



Help

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Current State

Pre Submission

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Edit Amendment Coversheet

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SUBMIT AMENDMENT APPLICATION

Permanently Inactivate

Viewing/Printing

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[Application Changes](#)

[Study Homepage](#)

(A14-0009-A)

Application:

Principal Investigator:

Primary Contact:

Meeting Type:

Committee Reviewers:

Correspondence

Select an activity on the left to view the amendment. The Activity column shows the activity under the activity. Clicking on the activity name will filter the list.

Filter by Activity

Execute "Submit Amendment Application" on A14-0009-A001 - Internet Explorer, optimized for Bing and MSN

http://sandbox.rise.ubc.ca/sandbox/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[OID[651F6C4CC0F98F488504]

### Submit Amendment Application

**Declaration:**

I assure that all animals used in this proposal will be cared for in accordance with the principles promulgated by the Canadian Council on Animal Care and the University of British Columbia.

Ensure you have completed all the amendment changes from the amendment coversheet to the application. If the changes have not been made on the application, the amendment will be returned as incomplete.

Please specifically state where the changes in text were made, what changes were made, as well as any additional comments you feel will be useful to the committee when reviewing this amendment.

If you click **ok**, the amendment coversheet and the amended application will be sent to the Animal Care Committee for review. You will be notified about the review result by email.

If you are not ready for submission, click **cancel**.

Click "Ok" to send your Amendment for review.



Current State

Assigned for Expedited Review

Activities

PI&S Permanently Inactivate

Viewing/Printing

- Application - Full
- Amendment Coversheet
- Application - Review/Print
- Amendment Coversheet - Review/Print
- Application Changes
- Study Homepage

**(A14) Your Amendment has been submitted to ACC Staff review.**

<b>Application:</b>	RISE Tutorial		
<b>Principal Investigator:</b>	Prince Epple		
<b>Primary Contact:</b>	<b>Department:</b>	Medicine, Faculty of	
<b>Meeting Type:</b>	Expedited Review	<b>Meeting Date &amp; Time:</b>	September 18, 2015 - 8:00 AM
<b>Committee Reviewers:</b>	Primary Reviewer:		
	Secondary Reviewer:		

Correspondence

Select an activity on the left from the "I would like to ..." options to view the amendment or execute other activities. Below you will find the correspondence related to the amendment. The Activity column below displays the state changes of this amendment. Any additional information entered during the state change will show up as text under the activity. Clicking the activity will give you more details about the activity.

Filter by    [Advanced](#)

Activity	Author	<input checked="" type="checkbox"/> Activity Date
PI Submitted Amendment Application	Epple, Prince	5/16/2014 1:53 PM PDT