



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

# How to Submit a Animal Care Renewal



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

1 to 10 of 31 / page

### 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

Help

Page for Prinz Apple

PI and Staff

My Roles

PI & Staff

Create:

- 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 Prinz Apple

Open notifications

Welcome to your personal RISE Home Page.

[Show/Hide Help](#)

For help getting started, click on the links below to find answers to some frequently asked questions. To view your studies or declarations select the applicable tab below (Animal Care, Human Ethics, Conflict of Interest).

- To create a new application, click the appropriate button (Animal Care, Human Ethics or Conflict of Interest) from under the "I would like to create an application for...." heading on the left side of the screen.
- How do I create an amendment? (select [Animal Care](#), [Human Ethics](#))
- How do I create a renewal? (select [Animal Care](#), [Human Ethics](#))
- What do the different application states mean? (select [Animal Care](#), [Human Ethics](#))
- How do I complete changes or provisos that have been requested? (select [here](#))
- How do I update my personal profile? (select [here](#))

For more FAQs on Animal Care, Human ethics or Conflict of Interest select the applicable tab below.

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

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. Visit [http://rise.ubc.ca/helpCenter/GN/RISE\\_FAQs.htm#Applications\\_Animal](http://rise.ubc.ca/helpCenter/GN/RISE_FAQs.htm#Applications_Animal) for FAQs on Animal Care Ethics.

### Animal Care Applications

ID	Name	Last State Change	Expiration Date	Peer Review Pending
A16-0005	n	Apple, Prinz 10/05/2016 14:01		
A16-0004	test	Apple, Prinz 17/03/2016 13:59		
A12-0005	Test Study	Apple, Prinz 12/01/2016 15:46		
A16-0001	Breeding Protocol	Apple, Prinz 08/01/2016 14:47		
A16-0002	Pilot Project	Apple, Prinz 08/01/2016 14:35		
A16-0003	Teaching Protocol	Apple, Prinz 08/01/2016 11:52		
A15-0002	SS	Apple, Prinz 21/07/2015 13:06		
A15-0001	llllllkkkkk	Apple, Prinz 14/07/2015 17:05		
A14-0005	RISe Tutorial	Apple, Prinz 08/07/2014 10:56		
A14-0009	RISe Tutorial	Apple, Prinz 16/05/2014 11:01	16 May 2015	

Click on the Name of the study for which you would like to submit a Renewal.

18 items

page 1 of 2

10 / page



Help

... > ... > Breeding Protocol

Current State

Approved

I would like to create....

New Amendment

New Renewal/Terminate

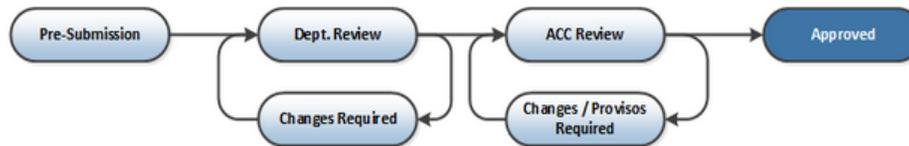
Activities

Copy Application

Viewing/Printing

Application - Full

Application - Review/Print



(A16-0001) Breeding Protocol

Principal Investigator: Prinz Apple

Primary Contact:

Department/Division: Medicine, Department of

Type of Study: **Click to create a new Renewal.**

Type of Animal Application: Breeding

Original Date Approved:

Start Date: 01 March 2016

Last Date Approved:

Expiration Date:

Current Approval Certificate:

Version: 0.2

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 <sup>?</sup> Activity			
Activity	Author	Activity Date	
Submitted Application	Apple, Prinz	08/01/2016 14:47	
Submitted Application	Apple, Prinz	07/01/2016 13:57	



<< Back

Save | | Print...

Continue >>

## Renewal/Termination Coversheet

( / )

Create renewals only with the following information:

Also, please take a moment to update your personal profile (name, phone numbers, email address, contact number, etc.) if changes have been made. To update your profile, select the link to your name in the top right corner of your homepage.

Choose "Project Renewal" from the list.

\*

Please Select if Renewing or Terminating the Project

- Project Renewed
- Project Terminated

[Clear](#)

Click "Continue" when done.

<< Back

Save | | Print...

Continue >>



<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Progress Report on Study ▾

Continue >>

The progress report must be written in lay language. It should focus on progress in regards to the animals, not necessarily the science. Please address each of the following questions. If no animals were used in the previous year you may skip to question 5. If necessary, add additional pages below.

**Complete the Progress Report and click "Continue".**

Describe any complications encountered relative to use (unpredicted outcomes, and any animal pain, distress or mortality).

Provide a brief report on the adequacy of the endpoints for the protocol, and on any complications encountered or refinements made relative to protecting animals from pain, distress, or mortality.

Describe any progress made with respect to the Three Rs of replacement, reduction and refinement of animal use. Reviewing the CCAC website on alternatives when considering the 3Rs (Replacement, Refinement, Reduction at [http://www.ccac.ca/en\\_threeer](http://www.ccac.ca/en_threeer)) may be helpful

Include the number of animals used in the preceding year. If this is a renewal of a breeding application, list both the number of animals transferred to research protocols as well as the number of surplus animals.

Provide a statement explaining the need to renew the project for another year.



<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Declaration ▾

Finish

**Read the declaration and click "Finish".**

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.

**This renewal process renews your application for another year. All aspects of the original application are maintained and no changes are made. Please take this opportunity to review all attachments and SOPs to ensure they are the most current.**

**If you wish to make modifications to the original application, please complete and submit an amendment form to the Animal Care Committee. To create an amendment, select the "new amendment" button under the "I would like to create..." options on the application homepage.**

**1) I want to submit this renewal.**

Click the "Finish" button at the top or bottom of this page. After this window closes, you will automatically be brought to the Application Summary Screen. Complete the renewal process by clicking the "Submit Renewal Application" button located on the left. This button can only be seen by the Principal Investigator. Once completed, your renewal will be sent for review and the state will change to "Assigned for Expedited Review".

**2) I want to work on this renewal later.**

Click the "Finish" button at the top or bottom of this page. The state of the renewal will be "Pre Submission". To work on this renewal again, click the "Edit Renewal" button on the left side of the Application Summary Screen.

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Declaration ▾

Finish

Help

... > ... > Breeding Protocol > Breeding Protocol

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

Current State

Pre Submission

(A16-0001-R001) Breeding Protocol

Principal Investigator: Prinz Apple

Primary Contact:

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

Meeting Type:

Department: Medicine, Department of  
Meeting Date & Time: -

Activities

Edit Renewal Coversheet

PI SUBMIT FOR REVIEW

PI&S Permanently Inactivate

Viewing/Printing

Application - Review/Print

Renewal Coversheet - Review/Print

Study Homepage

Correspondence

Provisos

Select an activity on the left from the "I would like to ..." options to view the renewal or execute other activities. Below you will find the correspondence related to the renewal. The Activity column below displays the state changes of this renewal. 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.

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



Help

... > ... > Breeding Protocol > Breeding Protocol

Current State

Pre Submission

Activities

Edit Renewal Coversheet

PI SUBMIT FOR REVIEW

PI&S Permanently Inactivate

Viewing/Printing

Application - Review/Print

Renewal Coversheet - Review/Print

Study Homepage

(A16-0001-R001) Breeding Protocol

Principal Investigator: Prinz Apple

Primary Contact:

Department:

Medicine, Department of

Meeting Type:

Meeting Date & Time:

-

Correspondence

Provisos

Select an activity on the left from the "I would like to ..." options to view the renewal or execute other activities. Below you will find the correspondence related to the renewal. The Activity column below displays the state changes of this renewal. 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

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

No data to display.



Help

... > ... > Breeding Protocol > Breeding Protocol

Current State

Pre Submission

Activities

Edit Renewal Coversheet

SUBMIT FOR REVIEW

Permanently Inactivate

Viewing/Printing

Application - Review/Print

Renewal Coversheet - Review/Print

Study Homepage

(A16-0001-R001) B

Principal Investigator:

Primary Contact:

Meeting Type:

Correspondence Provisos

Select an activity on the left from the Activity column below displays the status will give you more details about the a

Filter by Activity

Execute "Submit for Review" on A16-0001-R001 - Mozilla Firefox

sandbox.rise.ubc.ca/sandbox/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[OID[650BB20AA/

### Submit for Review

Use this form to submit your **Renewal or Termination**. If you click **ok**, you are no longer able to modify the renewal application. You will be notified about the review result by email.

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

OK Cancel

Click "Ok" to send your Renewal for review.

renewal. The  
licking the activity



Help

... > ... > Breeding Protocol > Breeding Protocol

Current State

Assigned for Expedited Review

Activities

PI&S Permanently Inactivate

Viewing/Printing

[Application - Review/Print](#)

[Renewal Coversheet](#)

[Renewal Coversheet - Review/Print](#)

[Study Homepage](#)

(A16-0001-R001) Breeding Protocol

Principal Investigator: [Prinz Apple](#)

Primary Contact:

Department:

Medicine, Department of

Meeting Type:

Expedited Review

Meeting Date & Time:

15 September 2016 - 8:00 AM

**Your Renewal has been submitted to ACC Staff review.**

Correspondence

Select an activity on the left from the "I would like to ..." options to view the renewal or execute other activities. Below you will find the correspondence related to the renewal. The Activity column below displays the state changes of this renewal. 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](#)

Activity	Author	Activity Date
<a href="#">Renewal/Termination Submitted</a>	Apple, Prinz	13/07/2016 12:01