AEEC

ANIMAL EXPERIMENTATION ETHICS COMMITTEE

REVIEW PROCESS

(FOR PROJECTS REQUIRING REGULATORY AUTHORISATION)

- At present, the AEEC application process can take 2 to 10 months.
- The HPRA application process can take up to 12 weeks (expedited review possible for a fee).
- In addition to the Project Authorisation all individuals listed must be individually authorised and trained.

1.CURRENT FORMS DOWNLOADED

From HPRA website
From BSU shared drive (email BSUAdmin@ucc.ie to access)

2. AEEC APPLICATION SUBMITTED

Email Part A (HPRA), Part B (AEEC), Project Protocol, NTPS, Score Sheet (if relevant) to AEEC@ucc.ie before monthly deadline.

3. APPLICATION RECEIVED & LOGGED

Application # assigned
Applicant notified by email
Application sent to AWB, DV and AEEC (assigned to 2 peer reviewers + statistician).

4. MONTHLY AEEC IN PERSON MEETING

Primary reviewer collates comments from peer reviewers, statistician, AWB, DV, lay member and biosafety officer, sends comments to AEEC Admin.

5. AEEC/AWB REVIEW SENT TO APPLICANT

AEEC Admin sends anonymous comments to applicant (1-2weeks after AEEC meeting)
Applicant emails response to AEEC Admin within 3 weeks.

6. RESPONSE AND EDITS REVIEWED

Primary reviewer coordinates review of response/edits, sends further comments or approval to AEEC Admin.

7. AEEC APPROVAL GRANTED

AEEC chair and statistician sign approval letter
AEEC Admin emails approval to applicants.

8. HPRA APPLICATION

Applicant emails all required documents to BSUAdmin@ucc.ie
BSU Admin submits documents to HPRA.

9. HPRA REVIEW

HPRA reviews application and sends comments to applicants within 40 business days.
HPRA issues Project Authorisation.

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