

Procedures for Undertaking Scientific Merit Review**Procedure Number:** PROC-013**Version Number:** 00**Category:** Administrative**Subject:** Steps to undertake scientific merit review of AUPs involving basic and applied research**Approving Authority:** Animal Care Committee**Responsible Office:** Vice President (Research)**Related Policy:** Scientific Merit Policy (POL-013)**Approval Date:** July 12, 2018**Effective Date:** October 1, 2018**Revised:**

The Principal Investigator (PI) will:

- 1) in advance of submitting the related AUP to the ACC, and using the Scientific Merit Form (SMF) (APP1), provide in writing to the Merit Review Committee (MRC) via the Office of the Vice President (Research) project details, as per the form.

The ACC Coordinator will:

- 2) as requested by the PI, facilitate access to the required Scientific Merit Form (SMF) (APP1)
- 3) ensure that scientific merit reviews have been undertaken prior to forwarding Animal Use Protocol (AUP) forms to Animal Care Committee (ACC) reviewers for final ethics review and approval

The Merit Review Committee / VPR Office will:

- 4) identify minimum two reviewers, and forward the PI's SMF and blank Scientific Merit Reviewer Form (SMRF) (APP2) to reviewers requesting form completion and submission within two weeks' time.

The Scientific Merit Reviewer(s) will:

- 5) within two weeks of Scientific Merit Form receipt, perform the review, and
- 6) submit the review(s) using the Scientific Merit Reviewer Form (SMRF) (APP2) to the Merit Review Committee via the Office of the Vice President (Research)

The Merit Review Committee will:

- a) provide the PI with written scientific merit reviewer feedback.

- b) If no outstanding questions / concerns have been identified by the reviewer, forward the SMRF forms to the ACC via the ACC Coordinator.
- c) If outstanding questions / concerns have been identified by the reviewer, act as liaison between the PI and Merit Reviewer(s), and append related communications, as appropriate, to the SMRF(s) to be forwarded to the ACC via the ACC Coordinator.

The ACC Coordinator will:

- 7) forward review results to the ACC and/or its Executive for consideration.
- 8) as applicable, forward any outstanding questions from the ACC to the Merit Review Committee
 - a) continue to act as the liaison between the ACC and the MRC until all outstanding concerns are resolved.

Revision History

Version	Date	Description of Changes	Author
00	07-12-18	New procedure	LT

This **Scientific Merit Form** is intended for use by **animal-based scientists** involved in basic or applied research in order to provide Scientific Merit Reviewers with details associated with your proposed project or program specific to its probable scientific value.

Please forward the completed form to the Merit Review Committee via the Office of the Vice President at least two weeks in advance of the related AUP submission to the ACC.

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1. Principal Investigator Name – [Click or tap here to enter text.](#)
 2. Organization/Department Affiliation(s) – [Click or tap here to enter text.](#)
 3. Animal Use Protocol associated with this project/program, as available – [Click or tap here to enter text.](#)
 4. Project Title – [Click or tap here to enter text.](#)
 5. Research Objectives –
[Click or tap here to enter text.](#)
 6. Research Hypothesis –
[Click or tap here to enter text.](#)
 7. Methodological Approach –
[Click or tap here to enter text.](#)
 8. Potential contributions of the project to scientific knowledge –
[Click or tap here to enter text.](#)
 9. OR, In situations where funding has not been awarded, yet the grant proposal received above average ratings during the peer review process, and you wish this to be considered in lieu of a secondary scientific merit review for this project, please indicate this here and attach your funding agency rating outline to this form.
☐ I request that the attached funding agency rating outline from [Click or tap here to enter text.](#) be considered in lieu of a secondary scientific merit review.

This **Scientific Merit Reviewer Form** is intended for **Scientific Merit Reviewers** who have been selected to review a proposed basic or applied research project/program on behalf of the Merit Review Committee in accordance with the Scientific Merit Policy (POL-013).

Once completed, please forward within two weeks of receipt to Office of the Vice President (Research).

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1. Scientific Merit Reviewer Name – Click or tap here to enter text.
 2. Scientific Merit Reviewer Email – Click or tap here to enter text.
 3. I confirm that I meet CCAC's requirement for 'independence' from and 'expertise' relating to the project outlined below, as defined within the Scientific Merit Policy (POL-013) ☐
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4. Principal Investigator Name – Click or tap here to enter text.
5. Animal Use Protocol Number, if provided – Click or tap here to enter text.
6. Project Title – Click or tap here to enter text.
7. Comments on the objectives and potential contribution(s) of this project to scientific knowledge –
Click or tap here to enter text.
8. Comments on the hypotheses of the project and the appropriateness of the experimental design involving animals –
Click or tap here to enter text.
9. Comments on the appropriateness of the proposed animal-based methods –
Click or tap here to enter text.
10. I ☐ recommend OR ☐ do not recommend this project.
11. Related Comments/Rationale for decision –
Click or tap here to enter text.