

*The Animal-Based Scientist will:*

- 1) complete the *Scientific Merit Review Form* (APP1) and forward it to the associated Department / Research Institute **at least one month in advance** of the related AUP submission to the ACC; and
- 2) **separately** complete the Funding Page section within the AUP form to include all applicable elements and submit via the AUP management system.

*The Department / Research Institute will:*

- 3) identify minimum two qualified scientific merit reviewers, as per the policy; and
- 4) forward the completed *Scientific Merit Review Form* (APP1) and blank *Scientific Merit Reviewer Form* (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 Review Form* (APP1) receipt, perform the review; and
- 6) submit the review(s) using the *Scientific Merit Reviewer Form* (APP2) to the Department / Research Institute.

*The Department / Research Institute will:*

- 7) assess reviewer feedback;
- 8) provide the animal-based scientist with written scientific merit reviewer feedback while ensuring reviewer anonymity;
- 9) if outstanding questions / concerns have been identified by a reviewer, act as liaison between the animal-based scientist and merit reviewer(s), and append related communications, as appropriate, to the *Scientific Merit Reviewer Form*;
- 10) notify the Office of the ACC (acc@uwo.ca) the merit reviewers' decision; and
- 11) retain related records and make them available to regulators, upon request, or send to the Office of the ACC (acc@uwo.ca).

*The ACC Officer will:*

- 12) assess the merit review determination;
- 13) if the project is found to have scientific merit, forward the AUP to the ACC for ethics review, as per *AUP Review Processes for Principal Investigators GUID-002*;
- 14) if the project is not found to have scientific merit, notify the ACC; and
- 15) continue to act as the liaison between the ACC and the Department / Research Institute until all outstanding concerns are resolved.

## Revision History

Version	Date	Description of Changes	Author
00	07-12-2018	New procedure	LT
01	08-08-2019	Reallocate responsibilities for administering merit reviews to Faculties/Research Institutes, update terms and titles, add the	LT/LC/EB/TR



		Roles & Responsibilities section (removed from the associated policy)	
02	10-11-2020	Reformat; remove roles & responsibilities; update 1) send forms directly to Dept/Res. Institute rather than via ACC office (AUP form); update App 1&2	LT
03	11-07-2024	Triennial review. Minor changes.	LT, LC, JM



Has this project been peer reviewed for scientific merit through a research granting agency? If *not*, this **Scientific Merit Review Request Form** must be completed by **AUP Holders** 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 associated Department / Research Institute at least one month in advance of the related AUP submission to the Animal Care Committee (ACC).

**Note:** External peer reviews may take some time to obtain; allow for sufficient time between your submission and your proposed start date AUP review cannot be undertaken until the project is found to have scientific merit, as per POL-013.

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1. AUP Holder Name –
  2. Organization/Department Affiliation(s) –
  3. Animal Use Protocol associated with this project/program, as available –
  4. Project Title –
  5. Research Objectives –
  6. Research Hypothesis –
  7. Methodological Approach –
  8. Potential contributions of the project to scientific knowledge –
  9. OR, in situations where funding has not been awarded yet the grant proposal received scientific review and the animal-based scientist wishes the review to be considered as evidence of scientific merit for the related project, the animal-based scientist must submit the corresponding documentation with the AUP form.
- I request that the attached funding agency rating outline from  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 Department / Research Institute in accordance with the *Scientific Merit Review Policy* (POL-013).

Once completed, please forward **within two weeks of receipt** to the associated Department / Research Institute.

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1. **Scientific Merit Reviewer Name** –
  2. **Scientific Merit Reviewer Email** –
  3.  I confirm that I meet Canadian Council on Animal Care’s requirement for ‘independence’ from and ‘expertise’ relating to the project outlined below, as defined within the *Scientific Merit Review Policy* (POL-013).

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4. **AUP Holder Name** –
  5. **Animal Use Protocol Number, if provided** –
  6. **Project Title** –
  7. **Comments on the objectives and potential contribution(s) of this project to scientific knowledge** –
  8. **Comments on the hypotheses of the project and the appropriateness of the experimental design involving animals** –
  9. **Comments on the appropriateness of the proposed animal-based methods** –
  10. I  recommend OR  do not recommend this project.

11. **Related Comments/Rationale for decision** –