

Research Administration Information System (RAIS) PDF to RAIS Teaching AUP Migration Help Sheet

Before you begin

This document provides guidance specifically on how sections of the previous PDF format teaching AUP relates to the RAIS teaching AUP application. It is intended to support RAIS users who are continuing projects and migrating project information to RAIS.

For the more detailed information on the RAIS application and step-by-step guidance for the questions, visit [RAIS login & support – Animal Ethics module](#) and the [Research AUP Helpsheet](#).

Acronyms

AUP - Animal Use Protocol
ACC - Animal Care Committee
CCAC - Canadian Council on Animal Care
PI - Principal Investigator
AEL - Animal Ethics Liaison (animalethics@uvic.ca)
SOP - Standard Operating Procedure
RAIS – Research Administration Information System

The PDF teaching AUP, section by section and corresponding sections/questions in the RAIS teaching AUP...

PDF AUP Sections/Questions	RAIS AUP Sections/Questions
“AUP personnel and qualifications” sheets from the ‘Research & Teaching protocols’ portal	<p><i>Replaced by Section A, subsection 4.</i></p> <ul style="list-style-type: none"> Team member training records are managed by ACS staff in the Team Member subsystem of RAIS and may be viewed via the “Profile” link(s) in your RAIS AUP (visible after team members are listed in subsection 4). Contact animaltraining@uvic.ca for assistance if our training records are not up to date.
1. Project - course #, title	B. Project information, question 1
1. Project - status	<p>B. Project information</p> <ul style="list-style-type: none"> “New application” - no equivalent, assumed “Pilot project” - B.6 “Continuation or Amendment of protocol #” – no equivalent, automatically tracked by RAIS

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2. Contact information - PI	<p>A. Teaching team, subsection 1. Principal investigator (PI)</p> <ul style="list-style-type: none"> Note: If your name appears incorrectly in RAIS, make corrections to your Netlink ID profile. RAIS automatically syncs with changes nightly (all existing applications will be updated). Residence telephone number no longer requested. A primary (emergency) number plus separate office and lab phone numbers requested (OK to repeat the same number if you do not have distinct office/lab lines). Office address is not requested in Section A but lab address may be relevant to: <ul style="list-style-type: none"> Section I.4 (animals housed outside of standard facilities) Section L.2.b (animals housed after administering hazardous agents in investigator/teaching lab) Note: RAIS uses the email addresses listed in the AUP for RAIS notifications. <p>A. Teaching team, subsection 2. Co-principal investigator</p> <ul style="list-style-type: none"> One Co-PI may be listed on the AUP application.
2. Contact information A./B – Designated alternate for emergencies	<p>A. Teaching team, subsection 3. Emergency contact/lab instructor</p> <ul style="list-style-type: none"> Only one emergency contact/lab instructor is required in A.3. Other teaching team members may be designated as alternate emergency contacts in A.4. Select the checkbox under the column with the telephone icon to indicate a designated alternate emergency contact).
	<p><i>New</i></p> <p>A. Teaching team, subsection 4. Other teaching team members</p> <ul style="list-style-type: none"> List all other individuals involved in teaching the course e.g., Teaching Assistants
3. Declaration	<p>PI responsibilities</p> <ul style="list-style-type: none"> No physical signature is required. A declaration of PI responsibilities becomes visible to the PI once all sections of the RAIS AUP application are saved as 'complete'. Only the PI may submit their application by agreeing to the responsibilities and selecting submit.

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	<p>N. Signatory/departmental sign-off</p> <ul style="list-style-type: none"> • A department chair or other signatory must be designated. • Upon submission, RAIS forwards the application to the designated signatory for sign-off. • After signatory sign-off, the application is forwarded by RAIS to the animal ethics office. • The designated signatory may view your application in RAIS as soon as they are selected in Section N; however, they cannot provide sign-off until the application is completed and submitted by the PI.
4. Approvals	<p>ACC approval is provided in the RAIS Teaching AUP approval certificate.</p> <ul style="list-style-type: none"> • Approvals are not included in the RAIS AUP application. • The approval certificate is available under the 'Submissions' tab on the application summary page on RAIS.
5. History of protocol	<p>All AUPs transitioning from PDF format to RAIS are categorized as 'new' applications.</p> <ul style="list-style-type: none"> • No longer relevant and no equivalent in the RAIS Teaching AUP. • After approval, RAIS tracks updates to the protocol (renewals, completions, amendments) and justification requested in the update submission.
6. Primary funding information	<p>RAIS Teaching AUP does not require funding information, no equivalent</p>
7. Project timelines	<p>B. Project information, question 3, teaching timelines</p> <ul style="list-style-type: none"> • Provide academic year and term(s) course will be offered.
8. Category of invasiveness (COI)	<p>H. Description of procedures, questions 2aii and 2biii</p> <ul style="list-style-type: none"> • Instead of selecting one COI for the entire application (PDF version), the RAIS AUP application requires that a category of welfare impact (based on category of invasiveness measures) is indicated for each listed procedure in H.2. <p>H. Description of procedures, question 10</p>

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	<ul style="list-style-type: none"> If any animal will experience more than one Category D/E welfare impact procedure in its lifetime, scientific justification must be provided.
9a. Purpose of animal use	<p>D. Purpose of animal use</p> <ul style="list-style-type: none"> If option 0 selected, answer Yes for D.1.a. All teaching AUP applications are specifically for the purpose of education and training of individuals in post-secondary institutions or facilities.
9b. Study details	
9bi. Will field studies be conducted?	B. Project information, question 7
9bii. If breeding transgenics, knockouts or mutant animals	<p>F. Animal use numbers, question 2.a.i and 2.b.i</p> <ul style="list-style-type: none"> Transgenic Information Sheets may be uploaded directly to the animal record, if relevant.
9biii. Will research involve surgery?	<p>H. Description of procedures</p> <ul style="list-style-type: none"> Details of surgical procedures can be provided in Section H. <p>B. Project information, question 4d</p> <ul style="list-style-type: none"> Select applicable surgery keywords.
9biv. Ratio of instructors to students	C. Course detail and training, question 1
10. Summary	
10a. Lay description	B. Project information, question 2
10b. Keywords	B. Project information, question 5
11. Courses	
11a. Directed studies courses, list all faculty, animal protocol numbers	No equivalent in the RAIS Teaching AUP
11b. Alternatives	<p>E. Replacement alternatives and reduction, questions 1 and 2</p> <ul style="list-style-type: none"> Section E focuses on rationale for using live animals versus replacements. <p>F. Animal use numbers, questions 2. a/b.ii. may also be relevant (rationale per strain)</p>

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	<ul style="list-style-type: none"> Section F focuses on rationale for using specific species/strains.
11c. Will Teaching Assistants be involved ... describe the training	C. Course detail and training, question 2
11di. Will students be handling animals?	C. Course detail and training, question 3
11dii. Will students be conducting experiments that could impact animal welfare?	C. Course detail and training, question 4
11diii. Will student participation in the lab be restricted to observation of live animals only?	C. Course detail and training, question 3 <ul style="list-style-type: none"> If no indicated, follow up question regarding participation restricted to observation will show.
12. Animal data	F. Animal use numbers
12a. Describe the rationale for using this specific species or strain	F. Animal use numbers, questions 2. a/b.ii./c.iv. E. Replacement alternative and reduction, question 1 may also be relevant
12b. Are there special housing requirements?	F. Animal use numbers, questions 2. a/b.vi. <ul style="list-style-type: none"> Focus on requirements relevant to ACS operations. To avoid repetition, reference Section I (Refinements) responses relevant to species details listed in Section F. I. Refinements <ul style="list-style-type: none"> Limitations to environmental enrichment described in full in I.2. Other housing refinements for animal welfare described in I.5. I.3 and I.4 may also be relevant.
12c. Indicate the number of animals required	F. Animal use numbers, question 2 <ul style="list-style-type: none"> Species → Scientific name Supplier/source → F.2.a/b.iv. Multiple sources may be indicated for a single record per strain. If using multiple strains, create a separate record for each strain. # acquired/purchased → F.2.a/b.iii. Total number of animals acquired this year (additional detail required for bred animals). Total # Per year is auto calculated by RAIS from specific use numbers provided (i.e.,

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	<p>breeding/experiment/euthanized). Ensure use numbers are mutually exclusive (i.e., count each animal only once).</p> <ul style="list-style-type: none"> • Mammals “# needed at one time” → F.2.a.vii. Maximum number of cages used at the same time • Aquatics “# required at one time” → F.2.bvii. Number of individual animals, now broken down by sex. • Field animals “# needed at one time” → F.2.c.v. Interactions likely to occur over one field period. • Aquatics weight/age → replaced with developmental stage. • Captured field animals subsequently housed at UVic must be listed in Section F.2.b. (DO NOT list in F.2.c. animals used in the field). For F.2.b.iv Supplier/source, select “Collected in the field by my research team or a contractor” • The developmental stage is now required for field animals. • By-catch must be listed in F.2.c (identify as by-catch in F.2.c.iv)
12d. Indicate how you arrive at your total number of animals	<p>Section F, question 2.a/b.ix./c.vii)/ or F.2.d.</p> <ul style="list-style-type: none"> • An explanation of how animal use numbers were calculated must be provided for each animal species/strain record listed in F.2; however, if the same calculation applies for multiple strains, or if calculations involve multiple strains at once, to limit repetition use F.2.d. for the explanation and simply reference F.2.d. for each affected animal record in 2.a/b.ix./c.vii. • May be related to replacement/reduction strategies in E.2/3, and/or complication and mortality rates in H.9/10. • DO NOT describe experimental sequences in detail here; refer to experimental pathways described in section H. when relevant.
13. Standard operating procedures	<p>Important: <i>Many SOPs have been added and/or changed since the PDF AUP was developed – review carefully!</i></p> <p>G. Facility and husbandry procedures</p> <ul style="list-style-type: none"> • Focuses on facility procedures, select all that apply <p>H. Description of procedures, question 3 a/b</p> <ul style="list-style-type: none"> • Focuses on experimental procedures, list and detail all that apply <p>K. Euthanasia, question 1</p> <ul style="list-style-type: none"> • Focuses on euthanasia procedures, list and detail

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13. Standard operating procedures
continued

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For reference –

PDF SOPs listed in #13 → new location in RAIS AUP:

Antibodies

- AC2001 Antibody production → H.3.a
- AC2046 → H.3.a

Aquatics – General procedures → G.1.a, except:

- OA2010 Skeletal marking of fish using oxytetracycline hydrochloride*
- OA3001 net dip → H.3.b

Aquatics – Health

- OA2002 → H.3.a
- OA2003 Euthanasia, fish → K.1.a/b
- OA2004 → H.3.a
- OA2006 → G.1.b
- OA2007 Euthanasia - anurans → K.1.a/b
- OA2011 → G.1.b
- OA2012 → H.3.a
- OA2013 → G.1.b
- OA2014 Euthanasia, xenopus spp. → K.1.a/b
- OA2016 → H.3.a
- OA2017 Frog anesthesia techniques*
- OA2019 → H.3.a
- OA2021 → H.3.a
- OA2022 → H.3.a
- OA2023 → H.3.a
- OA2024 → G.1.b
- OA2025 → G.1.b
- OA2026 → H.3.a

Facility procedures (mammalian) → G.1.c, except:

- AC2066 Perineal and fur testing for endo/ectoparasites*
- AC3017 Processing of cytotoxic cages → G.2.

Field studies → H.3.b

- Maybe related to B.6, J.3

General animal procedures → H.3.a, except:

- AC2013 → K
- AC2015 Chicken blood collection*
- AC2038 → G.1.d
- AC2061 → G.1.d
- AC2069 → G.1.e
- AC2075 → G.1.d
- AC2076 → K

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13. Standard operating procedures <i>continued</i>	<p>Husbandry → G.1.e, except:</p> <ul style="list-style-type: none"> AC3017 Processing of cytotoxic cages → G.2. <p>Rabbits → H.3.a, except:</p> <ul style="list-style-type: none"> AC2036 Use of rabbit exercise pen* AC2057 → G.1.f AC2061 → G.1.d AC2062 → G.1.f <p>Rodents – Anesthesia & Surgery → H.3.a, except:</p> <ul style="list-style-type: none"> AC2013 → K AC2040 Implantation of LinBit Insulin Release Implants* → H.3.b AC2041 Irradiation of tumors* → H.3.b <p>Rodents – Blood Collections & Injections → H.3.a, except:</p> <ul style="list-style-type: none"> AC2035 Hydrodynamic tail vein DNA immunization technique, mouse* → H.3.b <p><i>*SOP retired</i></p>
Will animal care services staff be assisting with the use of SOPs?	<p>G. Facility and husbandry procedures, question 3</p> <ul style="list-style-type: none"> Now relevant to Section G procedures only → G.3
Other SOPs?	<p>H. Description of procedures, question H.2.b.</p> <ul style="list-style-type: none"> All lab-specific procedures that are not covered by an SOP must be listed in H.2.b
14a. Describe all procedures and techniques	<p>H. Description of procedures, question H.1., H.2.a/b</p> <ul style="list-style-type: none"> H.1 focuses on outlining all experimental pathways. H.2 focuses on describing all procedures/techniques.
14b. Monitoring	<p>G. Facility and husbandry procedures, question G.1.d</p> <ul style="list-style-type: none"> Indicate AC2038 if relevant <p>H. Description of procedures, H.6, H.7</p>
14c. Morbidity rate	<p>H. Description of procedures, expanded to H.8 (complications) and H.9 (mortality).</p>
15. Drugs / Chemicals / Biologicals / Anesthetic	<p>J. Drugs, chemicals, biologicals, anesthetic, and devices</p> <ul style="list-style-type: none"> Note: hazardous substances need further documentation in section L.2

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15a. Pre-anesthetic/anesthetic/analgesic agents	J. Drugs, chemicals, biologicals, anesthetic, and devices, question J.1.a <ul style="list-style-type: none"> Note: solvent/diluent added to requested information
15b. Clinical drugs including antibiotics	J. Drugs, chemicals, biologicals, anesthetic, and devices, question J.1.b <ul style="list-style-type: none"> Note: solvent/diluent added to requested information
15c. All other substances administered to animals	J. Drugs, chemicals, biologicals, anesthetic, and devices, question J.1.c <ul style="list-style-type: none"> Note: solvent/diluent added to requested information
16a. Method of euthanasia	K. Euthanasia, question 1.a/b <ul style="list-style-type: none"> Now organized by CCAC classification as “acceptable” vs “conditionally acceptable”.
16b. Final disposition	K. Euthanasia, question 2
17. Hazardous agents – no hazardous materials will be used in this study	L. Controlled substances and safety hazards <ul style="list-style-type: none"> L.1/2 → “no” response to both questions is equivalent.
17a. Indicate which of the following will be used in this study	L. Controlled substances and safety hazards, question L.2 <ul style="list-style-type: none"> L.2.a – d appear when “yes” is indicated for L.2 Infectious/biological → L.2.a + L.2.d Transplantable tumors/tissues → L.2.d
17b. After administration the animals will be housed in...	L. Controlled substances and safety hazards <ul style="list-style-type: none"> L.2.b (only appears when “yes” indicated for L.2)
17c. Potential health risks to humans or animals 17d. Describe measures to reduce risk	L. Controlled substances and safety hazards <ul style="list-style-type: none"> L.2.c for hazardous agents L.3 for other hazards (e.g., bites, falls) Provide measures specific to each hazard identified.
17e. If using cell lines, have they been tested?	L. Controlled substances and safety hazards <ul style="list-style-type: none"> L.2 → Yes and L.2.d → Yes Attach supporting documents. Focus has changed to health hazards, so existing answers will not apply directly.

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	<p><i>New</i></p> <p>M. List of uploaded documents</p> <ul style="list-style-type: none">• RAIS AUP allows supporting documents to be uploaded directly into the application. All uploaded documents may be viewed in the relevant section/question and are also listed in Section M.• Documents related to PDF version (e.g., annual review form, field study report) may be uploaded in section M for ACC reference.
	<p><i>New</i></p> <p>N. Signatory/departmental sign-off</p> <ul style="list-style-type: none">• Select appropriate Chair/Director/Dean or a designate to provide departmental sign-off on the application.• Once departmental sign-off has been provided, the application is submitted directly to the animal ethics office.