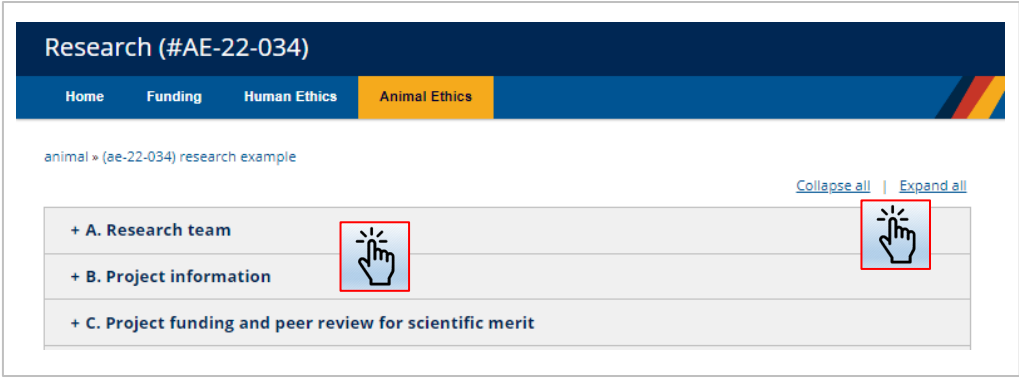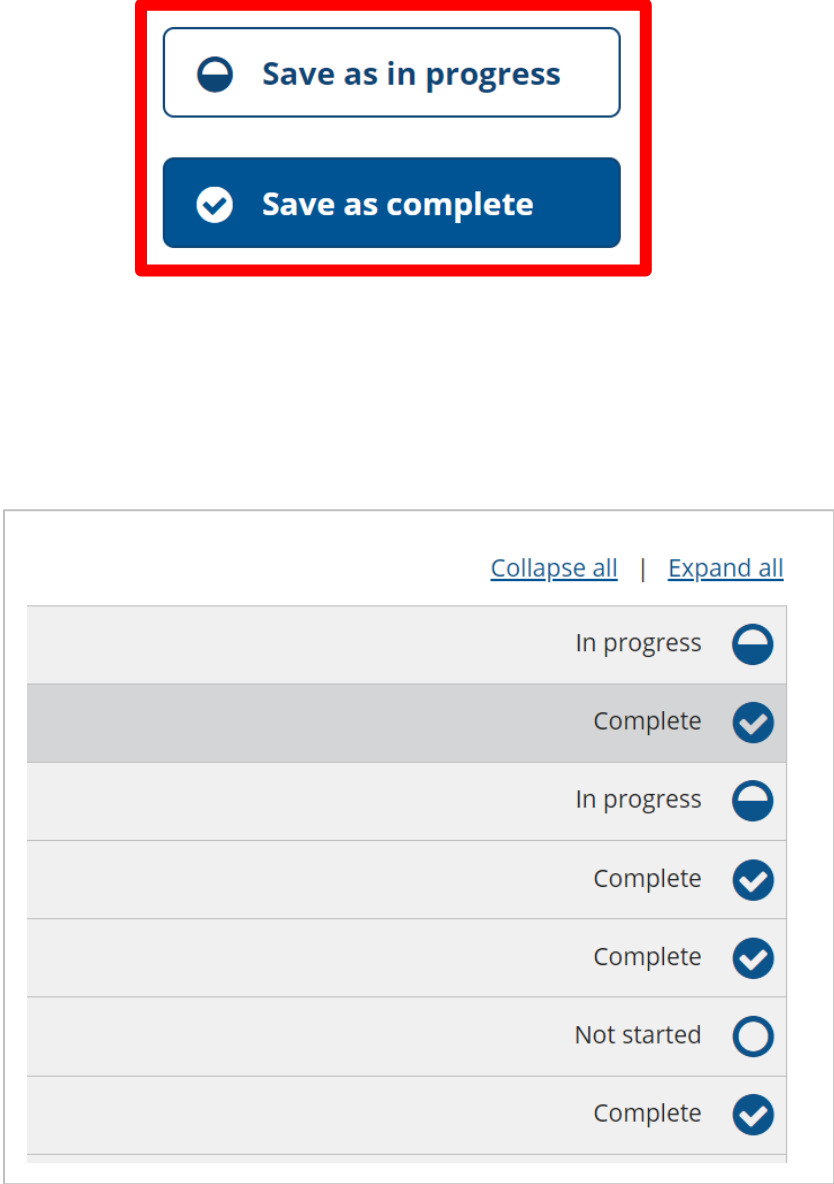# Create an Animal Use Protocol (AUP) application

This quick guide describes basic navigation for users creating and submitting an online AUP application on the Research Administration Information System (RAIS). Additional resources are available on the RAIS login and support page.
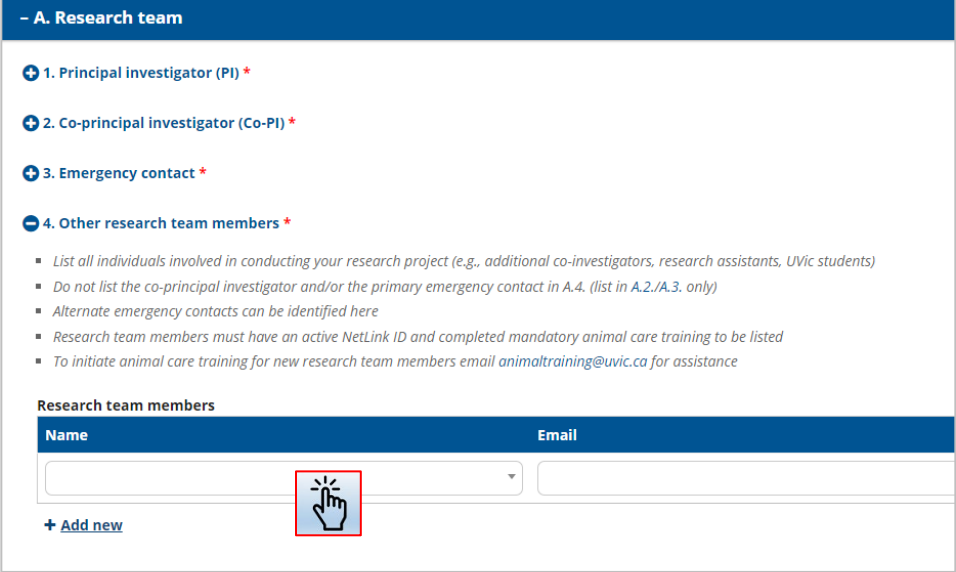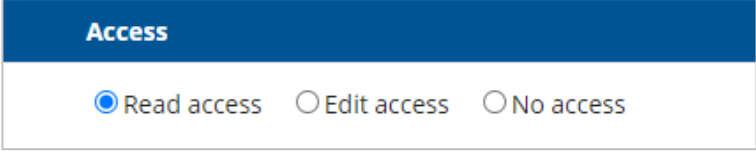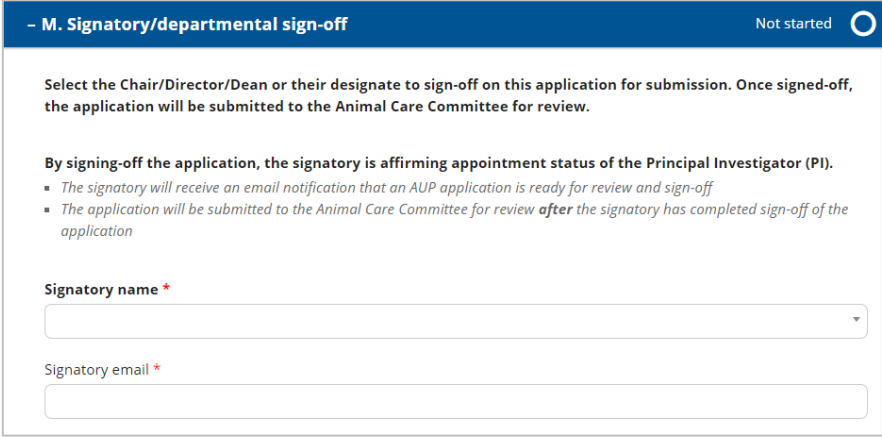
VPN Requirements:

*If you are accessing RAIS off-campus make sure that your device is connected to **Virtual Private Network (VPN)**. Otherwise, you will be taken to a white screen with an error message.*
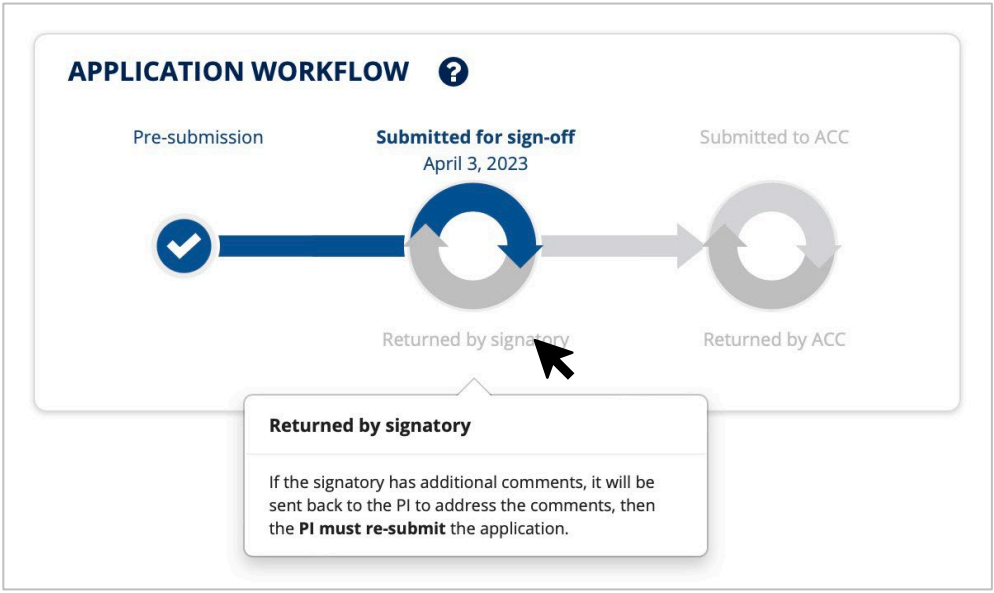
	Instructions	Screenshot
!	**Note for Faculty Supervisors of Student Researchers & Post-doctorial Fellows:** Only faculty members, adjunct professors or sessional instructors as Principal Investigators (PIs) may **start** an AUP application. Once the PI has **started** an application, they may share access to that application with other team members by adding them in Section A of the application form.	
1	Access UVic-RAIS via: 1) RAIS login & support page (top image), or 2) UVic's Online tools menu (bottom image). **Log-in** with your NetLink ID and password	**How to access RAIS** 1. Log in to **RAIS** 🔑 using your NetLink ID and password. 2. Access from off-campus requires use of the UVic VPN. If your personal computer or laptop is not connected to the VPN, you'll get a white screen with no instructions. **Online tools** **Most used** • Email • Brightspace • Cascade WCMS • FMIS • FAST • RAIS • Chrome River (expense management system) • Microsoft Teams • Zoom video conferencing • Apex Applications • ONECard account

	Instructions	Screenshot
2	**Log-in** with your NetLink ID and password Select *Animal Ethics* from the menu bar	UNIVERSITY OF VICTORIA **Animal Ethics Protocols** Home　Funding　Human Ethics　**Animal Ethics**
3	Select Start new application (top right corner).	▶ Start new application
4	Select Start research AUP application Coming soon... • Teaching application (not available yet) • Field application (not available yet)	✳ Start research AUP application Unsure if your project requires ethics approval? Contact animalethics@uvic.ca
5	The sections of the application expand or collapse as needed. *Click* on the section header to expand a section and complete the questions. *Click* on Collapse all / Expand all (top right) to open or close all the sections at once. *Note*: A system-generated protocol number is automatically assigned to your application.	Research (#AE-22-034) Home　Funding　Human Ethics　**Animal Ethics** animal » (ae-22-034) research example Collapse all	Expand all + A. Research team + B. Project information + C. Project funding and peer review for scientific merit

	Instructions	Screenshot
6	**Save** your work using the buttons at the bottom of each expanded section as you progress through the form. **Save as in progress**: Save a section as in progress if additional input or review is needed. **Save as complete**: When you save a section as complete, the system will validate your work and provide error messages for any missing or invalid inputs. You may still edit a section after it has been saved as complete. *TIP*: The status icon on each section (far right on image) indicates where you are in the process of completing your application	

	Instructions	Screenshot

7	Go to **Section A** to add a Co-PI, an Emergency Contact or other research team members.
	
	To add a new team member, ***click*** on the name input field then select from the drop-down list.
	
	TIP: Contact animal training if you have new team members that don't appear in the drop-down list.
		– A. Research team
		
		➕ **1. Principal investigator (PI)** *
		
		➕ **2. Co-principal investigator (Co-PI)** *
		
		➕ **3. Emergency contact** *
		
		➖ **4. Other research team members** *
		  ▪ *List all individuals involved in conducting your research project (e.g., additional co-investigators, research assistants, UVic students)*
		  ▪ *Do not list the co-principal investigator and/or the primary emergency contact in A.4. (list in A.2./A.3. only)*
		  ▪ *Alternate emergency contacts can be identified here*
		  ▪ *Research team members must have an active NetLink ID and completed mandatory animal care training to be listed*
		  ▪ *To initiate animal care training for new research team members email animaltraining@uvic.ca for assistance*
		
		Research team members
		
		Name **Email**
		
		+ Add new

8	***Assign access*** to the application for your team members based on their role: • Read access • Edit access • No access *Note*: Only team members with ***edit*** access can edit the application. Changes to team member access will take effect as soon as Section A is saved.	**Access** ◉ Read access ○ Edit access ○ No access

	Instructions	Screenshot
9	Select the appropriate *Signatory* to sign-off on your application. Signatories include the Chair, Director, Dean or their designate. *Note*: Team members (including PI) cannot be selected as a signatory.	**– M. Signatory/departmental sign-off** Not started Select the Chair/Director/Dean or their designate to sign-off on this application for submission. Once signed-off, the application will be submitted to the Animal Care Committee for review. By signing-off the application, the signatory is affirming appointment status of the Principal Investigator (PI). ▪ *The signatory will receive an email notification that an AUP application is ready for review and sign-off* ▪ *The application will be submitted to the Animal Care Committee for review **after** the signatory has completed sign-off of the application* Signatory name * Signatory email *
10	Before submitting your completed application, Principal Investigators must read the terms and conditions and select *I Agree*. *TIP*: All sections must be saved as *Complete* before an application can be submitted.	**+ M. Signatory/departmental sign-off** Complete By submitting this application as the principal investigator (PI), I affirm that: ▪ I have read this application and it is complete and accurate. ▪ The research will be conducted in accordance with the University of Victoria and Canadian Council on Animal Care guidelines, regulations, policies and procedures governing the ethical conduct of research involving animals. ▪ The conduct of the research will not commence until research ethics approval has been granted by the Animal Care Committee (ACC). ▪ I will seek an amendment if this application requires modification. ▪ I understand that ACC approval is for one year only and I will seek renewal of this application annually. ▪ Adequate supervision will be provided for students and/or staff involved in this project. ☑ I Agree ✔ **Submit application** Go to summary

	Instructions	Screenshot
11	When you **submit** your application, an electronic workflow is created requesting the signatory's approval. Once signed-off by the signatory, your application will be submitted electronically to the Animal Ethics office. *TIP*: The project page for your application shows where your application is in the submission and approval process. *TIP*: ***Hover your mouse pointer*** over the status text for more information.	**APPLICATION WORKFLOW** ❓ Pre-submission · **Submitted for sign-off** April 3, 2023 · Submitted to ACC Returned by signatory · Returned by ACC **Returned by signatory** If the signatory has additional comments, it will be sent back to the PI to address the comments, then the **PI must re-submit** the application.