

**Proposed Institutional Research Animal Program Review Policy.**

1. This policy applies to all AO grant fund applicants whose proposed studies require use of research animals (mammalian, amphibian, reptilian, aquatic).
2. Applicants must have either (i) AAALAC accreditation or (ii) secure approval from AO of the equivalence of the Research Animal Program within the applicant organization (the *accreditable unit*) – see item 5, below, and Figure 1 (overleaf).
3. Demonstration of compliance with item 2 must be documented no later than at the time of submission of Full Proposals to the AO funding body.
4. AAALAC accreditation requires the provision of a copy of the accreditation certificate or a link to the Institutional listing on the AAALAC website.
5. For applicant organizations that are not AAALAC accredited, AO will use a tiered approach to review the Research Animal Program. Applicant organizations must meet one of the following two criteria:
  - a. Applicant organization has national accreditation that has been approved by the AOVET R&D Commission, *or*
  - b. Applicant organization has submitted an *Animal Care Program Description for Non-AAALAC Approved Facilities* and received approval by AOVET R&D Commission.
6. Applications for Research Animal Program review by the AO can be submitted by the grant applicant's institution at any time prior to the deadline for submission of the full proposal.
7. The Research Animal Program description for non-AAALAC approved facilities document must be prepared by the Principal Investigator or the Applicant Institution's assignee. It must also be reviewed and approved by the institution's Attending Veterinarian prior to submission.
8. Upon submission, the *Animal Care Program Description for Non-AAALAC Approved Facilities* document will be forwarded to the AOVET Research & Development Commission for review. The office administrator responsible for the Research Animal Program review process will assign two reviewers who will provide the applicants with their review decision within 6 weeks of receipt.
9. The reviewers will assign one of 3 classifications: i. Approved; ii. Conditionally Approved; or iii. Rejected. 'Approved' classification will allow the grant review process by the respective AO funding body to go forward without delay. 'Conditionally approved' documents will be returned to the applicant(s) with requests for clarification which must be received within 2 weeks of notification. Acceptable clarifications will prompt an 'approved' classification. Inadequate clarifications will prompt a 'Rejected' classification. 'Rejected' documents will prohibit further consideration of the grant application in the respective funding process. Reasons for rejection will be listed and returned to the applicant(s), the Institutional Assignee and the institution's Attending Veterinarian. There will be no appeals process, although a new submission would be considered from the same applicant in the future.

