## Before you begin

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

For more detailed information on the RAIS

| PDF AUP Sections/Questions | RAIS AUP Sections/Questions |
|---|---|
| 2. Contact information - PI | A. Research team, subsection 1. Principal investigator (PI)<br>x 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).<br>x Residence telephone number is no longer requested. A primary (emergency) number plus separate office and lab phone numbers are requested (OK to repeat the same number if you do not have distinct office/lab lines).<br>x Laboratory address is not requested in Section A but may be relevant to:<br>ƒ Section I.4 (animals housed outside of standard facilities)<br>ƒ Section L.2.b (animals housed after administrating hazardous agents in investigator/teaching lab)<br>x Note: RAIS uses the email addresses listed in the AUP for RAIS notifications.<br>A. Research team, subsection 2. Co-principal investigator<br>x One Co-PI may be listed on the AUP application. |
| 2. A/B Contact information – Designated alternate for emergencies | A. Research team, subsection 3. Emergency contact<br>x Only one emergency contact is required in A.3.<br>x Other 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. |
| 3. Declaration | PI responsibilities agreement, end of application<br>x No physical signature is required on the application.<br>x A declaration of PI responsibilities becomes visible to the PI once all sections of the RAIS AUP application are saved as 'complete'.<br>x Only the PI may submit their application by agreeing to the responsibilities and selecting submit.<br>N. Signatory/departmental sign-off<br>x A department chair or other signatory must be designated.<br>x Upon submission, RAIS forwards the application to the designated signatory for sign-off.<br>x After signatory sign-off, the application is forwarded by RAIS to the animal ethics office.<br>x 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. |

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| 4. Approvals | ACC approval is provided in the RAIS AUP approval certificate.<br>x Approvals are not included in the RAIS AUP application.<br>x The approval certificate is available under the 'Submissions' tab on the application summary page on RAIS. |
| 5. Amendments made to the protocol | All AUPs transitioning from PDF format to RAIS are categorized as 'new' applications.<br>x No longer relevant and no equivalent in RAIS AUP. |
| 6. Primary funding information | C. Project funding and peer review for scientific merit<br>x Funding dates, billing account numbers, etc. are no longer recorded in the RAIS AUP. |
| 7. Research timelines | B. Project information, question 3<br>x If research funding for this project is ongoing, then provide the original funding initiation date for 3.a. and the proposed end date for the research for 3. b. |
| 8. Category of invasiveness | H. Description of procedures, questions 3aii and 3biii<br>x 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.3.<br>H. Description of procedures, question 11<br>x 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 | D. Purpose of animal use<br>x If option 0 selected, answer Yes for D.1.a.<br>x Options 1 - 4 correspond to options in D1. b. |
| 9bi. Will field studies be conducted? | B. Project information, question 6 |
| 9bii. Will research involve surgery? | H. Description of procedures<br>x Details of surgical procedures can be provided in Section H.<br>B. Project information, question 4d<br>x Select applicable surgery keywords |

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| 9biii. If breeding transgenics, knockouts or mutant animals | F. Animal use numbers, question 2a.i and 2b.i<br>x Transgenic Information Sheet(s) may be uploaded directly to the RAIS AUP within the relevant animal record(s). |
| 10a. Lay description | B. Project information, question 2 |
| 10b. Scientific objectives | No direct equivalent. May be relevant for answers in E.1, F.2.a/b.ii, F.2.c.iv. |
| 10c. Keywords | B. Project information, question 4 |
| 11. Alternatives | E. Replacement alternatives and reduction, questions 1 and 2<br>x Section E focuses on rationale for using live animals versus replacements<br>F. Animal use numbers, questions 2a/b.ii. /c.iv may also be relevant (i.e., rationale per strain).<br>x Section F focuses on rationale for using specific species/strains. 4 (ac)-1 estion00s, que1 (., )(s)1 (  ( )Tj 0.205 |

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| 12c. indicate the number of animals required | F. Animal use numbers, question 2<br>x Species ÆScientific name<br>x Supplier/source ÆF.2.a/b.iv. Multiple sources may be indicated for a single record per strain.<br>x If using multiple strains, create a separate record for each strain.<br>x # acquired/purchased ÆF.2.a/b.iii. Total number of animals acquired this year (additional detail required for bred animals).<br>x Total # Per year is auto calculated by RAIS from specific use numbers provided (i.e., breeding/experiment/ euthanized). Ensure use numbers are mutually exclusive (i.e., count each animal only once).<br>x Mammals "# needed at one time" ÆF.2.a.vii. Maximum number of cages used at the same time<br>x Aquatics "# required at one time" ÆF.2.b.vii. Number of individual animals known |

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| 14c. Clinical endpoint | No direct equivalent, most relevant to question H.7 |
| 14d. Monitoring | G. Facility and husbandry procedures, question G.1.d<br>x Indicate AC2038 if relevant<br>H. Description of procedures, H.7, H.8. |
| 14e. Morbidity rate | H. Description of procedures, expanded to H.9 (complications) and H.10 (mortality). |
| 15. Drugs / Chemicals / Biologicals / Anesthetic | J. Drugs, chemicals, biologicals, anesthetic, and devices<br>x Note that hazardous substances need further documentation in Section L.2 |
| 15a. Pre-anesthetic/anesthetic/ analgesic agents | J. Drugs, chemicals, biologicals, anesthetic, and devices, question J.1.a<br>x Note: solvent/diluent added to requested information |
| 15b. Clinical drugs including antibiotics | J. Drugs, chemicals, biologicals, anesthetic, and devices, question J.1.b<br>x 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<br>x Note: solvent/diluent added to requested information |
| 16a. Method of euthanasia | K. Euthanasia, question 1a/b<br>x 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<br>x L.1/2 Æ “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<br>x L2.a – d appear when “yes” is indicated for L.2<br>x Infectious/biological ÆL.2.a + L.2.d<br>x Transplantable tumors/tissues ÆL.2.d |
| 17b. After administration the animals will be housed in… | L. Controlled substances and safety hazards<br>x L.2.b (only appears when “. ” indicated for L.2) |
| 17c. Potential health risks to humans or animals<br>o r a n i m a l s<br>o r a n i m a l s | |