UNIVERSITY OF IBADAN
ANIMAL CARE AND USE RESEARCH ETHICS COMMITTEE (UI-ACUREC)
2nd floor, Room 311, Faculty of Veterinary Medicine Building
www.acurec.ui.edu.ng   +234 8033872847

APPLICATION GUIDELINES

Please, be informed that it is important for you to read the guidelines carefully and thoroughly and strictly comply with all the requirements. Failure to do so would mean that your application will not be processed. If your online submission is not acknowledged within 24 hours (for submissions made from Monday to Thursday) or within 72 hours (for submissions made on Friday or a day preceding public holidays), it means your submission did not satisfy the application requirements. Please, go through the guidelines again and review what and how you have submitted, make adjustments where necessary and then re-submit. Call to inform the office you have re-submitted.

The purpose of these guidelines is to ensure that all protocols conform to:

1. The Nigerian National Code for Health Research Ethics (*www.nhrec.net*).
2. Generally Accepted Scientific Principles.

Principles Guiding Animal Care and Use in Research

- Design and performance of procedures on the basis of relevance to human or animal health, advancement of knowledge, or the good of society.
- Use of appropriate species, quality, and number of animals.
- Provision of appropriate animal transportation and husbandry directed and performed by qualified persons.
- Conduct of experiments on living animals exclusively by and or under the close supervision of qualified and experienced personnel.
- Adequate identification of hazards and risks (if any) associated with those hazards while conducting the experiment.
- Identify the dangers or hazards posed by the experimental procedure and institute adequate control measures to ensure safety and prevent contamination of the environment.
- Use of appropriate personal protective equipment (PPE) especially when handling poisonous or infectious agents.
- Experimental facility should be appropriately designed and standard operating procedures (SOPs) adhered to.
- State precisely where the experimental work will be carried out (i.e. Department, specific location where the animals will be housed and experimental work conducted).
- State if you have expertise in handling animals to be used OR State if you will get expert supports in handling and conducting the procedures on animals.
- Source(s) of the animals to be used must be stated.

N.B.: ***Inspection of the premises where the animals are housed will be done!***

WHAT TO DO TO APPLY FOR ETHICAL CLEARANCE

1. DO ACUREC TEST

Click on ACUREC TEST on the ACUREC website home page to do the test. Repeat the test until you score 100%. Print only the score page and submit by hand to ACUREC Office along with other documents.

2. WRITE AND SUBMIT A PROPOSAL

The proposal must conform to ACUREC application requirements. It is important you PAGINATE, LINE-NUMBER (using MS-Word package) and SPIRAL-BIND the proposal. Make sure each section of the proposal begins on a fresh page.

Sections of the proposal
- **Cover/Title page,** which should show title of research; full name of Principal Investigator (and that of Co-Investigator(s), if it is a group study); e-mail address, phone number, qualification(s); name of supervisor, Department and Faculty.

- **Supervisor's attestation statement page**: (for student's research) to testify to the fact that the study will be conducted under his/her supervision, and that he/she has carefully gone through the documents (especially the proposal and the ethical checklist) being submitted to ACUREC OR collaborator's letter of support (for staff applicants).

- **Executive Summary page:** One-page plain language **summary** of the research including the **title of the study, research design, methodology, principal exposure and outcome variables. It should not exceed one page.**

- **Background of Study**: Describing current knowledge about the research; rationale for the study (indicating the justification for the study); objectives of the study (general objective and specific objectives).

- **Research Methodology**

  ➢ Study design - clearly stating the nature of the study (e.g. descriptive, retrospective, prospective, cross-sectional, case-control, clinical trial, etc.)
  ➢ Study site – clearly stating the location of the research.
  ➢ Study population – clearly stating the population of the study.
  ➢ Sample size determination – clearly showing how sample size was determined.
  ➢ Sampling technique – clearly stating the sampling technique to be used for selecting research participants.
  ➢ Inclusion and exclusion criteria.
  ➢ Frequency of interviews.
  ➢ Statement on invasive sampling (blood, tissues, etc.) and frequency of sampling.
  ➢ Data collection procedure.
  ➢ Physical examination procedure if indicated.
  ➢ Follow up details if required.
  ➢ Laboratory procedure to be used.
  ➢ Intervention to be used.

➢ Data analysis method to be used.

- **Ethical considerations:** here, you are requested to write out the ethical issues that may arise while carrying out the study. Mention the method to be used in sacrificing the experimental animals, method for carcass disposal (if by burial, state the depth of the pit), location of disposal point with proper description of the location.

- **List of references:** please, follow the University of Ibadan manual of styles.

- **Copy of questionnaire:** this is required only if your study is questionnaire-based.

3. FILL AND SUBMIT ETHICAL CHECKLIST
   Download the ETHICAL CHECKLIST from the ACUREC website Answer all the questions; if any question does not apply to you, please write in full, NOT APPLICABLE. Do not leave any question unanswered. Date of commencement of study should be a minimum of 3 months after the submission date.

4. FILL ACUREC APPLICATION FORM
   Download and fill APPLICATION FORM from the ACUREC website.

5. MAKE PAYMENT, COLLECT UNIVERSITY RECEIPT AND SUBMIT TO ACUREC OFFICE ALONG WITH OTHER DOCUMENTS
   Download payment instructions and pay appropriate fee through Remita.
   Download and fill authority to pay to convert the Remita printout to University receipt at the Cash Office.

ETHICAL APPROVAL FEE SCHEDULE

LEVEL/STATUS	AMOUNT
UNDERGRADUATE	N5, 000. 00
M.SC.	N5, 000. 00
PH.D./FELLOWSHIP	N7, 500. 00
PH.D. STUDENT (ACADEMIC STAFF)	N15, 000. 00
STAFF	N15, 000. 00
SPONSORED/OTHER INSTITUTIONS	N30, 000. 00

6. WRITE AN APPLICATION LETTER
   Address the application letter to the Chairman, UI-ACUREC.

7. PREPARE AN ABRIDGED CURRICULUM VITAE

The CV should not exceed 2 pages.

8. WHAT TO SUBMIT BY HAND
   i. A copy of paginated, line-numbered, well arranged and spiral-bound PROPOSAL.
   ii. A copy of completed, paginated, stapled ETHICAL CHECKLIST.
   iii. Duly signed and dated APPLICATION LETTER.
   iv. Duly signed and dated SUPERVISOR'S ATTESTATION LETTER.
   v. Duly signed and dated APPLICATION FORM.
   vi. Abridged CV.
   vii. Original UNIVERSITY RECEIPT collected from the Cash Office.

Please, note the following:
After the documents have been accepted at the ACUREC Office,
- Collect and keep your file number.
- Write the file number at the top of all the documents you are to submit, then submit.
- Submit SOFT COPIES of the PROPOSAL and the ETHICAL CHECKLIST within 8 hours of submission of the hard copies. Please, comply strictly with the submission deadline for the soft copies.

9. WHAT TO SUBMIT VIA E-MAIL USING FILE NUMBER AS SUBJECT (submit to acurecapplications@gmail.com Please, do not send your application to another email address).
   i. Proposal (in MS-Word format) as an attachment
   ii. Ethical checklist (in MS-Word format) as an attachment

Please, note the following:
- For consideration of your application in the month of submission, kindly submit soft copies within 8 hours of submission of the hard copies. Soft copies of application not received within 8 hours will not be processed until the month that follows.
- Use your file number as subject of the email.
- Send the documents in MS-Word format (documents sent in pdf format will not be opened or acknowledged).
- If your email is not acknowledged or is rejected, please cross-check the proposal and ethical checklist you submitted to find out where you did not adhere to the instructions, review and re-submit. Then call to inform the Office you have re-submitted.
- In all correspondences, always quote your FILE NUMBER correctly.
- ALWAYS CHECK YOUR APPLICATION STATUS (ACUREC web page).
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