

Animal Use Protocol of National Chung Hsing University

※Please fill out the "Amendment of Animal Use Protocol" form, if any change have to be made after approval.

I 、Principal Investigator: _____ **Position Title:** _____

Office Phone:

Laboratory Phone:

Contact Person:

Contact E-mail:

II 、Department: _____ **Experiment Site:** _____ **Housed Area:** _____

III 、Project Title:

(Chinese)

(English)

Areas of Research: Medical Research Drugs and Vaccines Health Food
Agricultural Research Teaching and Training Other _____

IV 、Funding Source: _____

V 、Project Period (yyyy/mm/dd)*: _____ to _____

(* Upon application, if the project has not been approved, please fill in the proposed duration and submit the approved one when available.)

VI 、Personnel Training and Qualification:

(Those who have not been listed here cannot execute the animal experiments as said in this project.)

	Name	Position	Employment Period	Education and qualification (certificate number)
1				
2				
3				

VII 、Animal and Housing Information :

	Species/ Strain ^a	Quantity	Source ^b	Housed Area ^c	Breeding ^d
1					<input type="checkbox"/> YES <input type="checkbox"/> NO
2					<input type="checkbox"/> YES <input type="checkbox"/> NO
3					<input type="checkbox"/> YES <input type="checkbox"/> NO

Housed Area:

Personnel in Charge _____, Area _____(m²), Address: _____(Floor or room number)

※When changing the housed area, please inform the committee by e-mail and attach the IACUC number and project name.

- a:* Please list the wild or exotic species if any, and follow the regulations of the Wildlife Conservation Law.
- b:* 1. The source of animals may be from domestic or international legal breeding places (such as NLAC, LASCO, JAX, etc.), transfer and donation of other domestic and foreign research institutions (such as universities in the United States or Europe, EMMA, etc.), small private breeding grounds or field capture, etc. Please indicate the source of the animal. The committee will evaluate the appropriateness and legitimacy.
2. Animals caught from the wilderness should be clarified, including the source, quarantine method, isolation period should be explained separately. Same clarification also applies to those which are from the private market.
3. If the animal specimens are from the Veterinary Medical Teaching Hospital or other institutes, please attach the usage agreement from related institutes with this application.
- c:* If the animals are reared in a place other than NCHU, the name/address of the place and the legal document or approved animal use protocol shall be provided.
- d:* If breeding is required (for scientific applications), please fill out the "Laboratory Animal Breeding Plan Form" which can be found on the website.

VIII ∙ Animal Care:

- by the Research Center for Animal Medicine by the provider of housing
- by laboratory personnel (Please explain their experience and training on animal care):

IX ∙ Please briefly describe the purpose of this study:

X ∙ Please explain the animal study design about the necessity, species, and quantity of animals according to the principle of 3Rs related to replacement and reduction:

(I) Justify the use of animal model (instead of *in vitro* studies) and the reasons for choosing this animal species.

(II) Laws of regulations:

(III) References:

(IV) Describe the experimental design of animal study (grouping method, number of

animals in each group, etc.):

(V) Animal reduction has been considered : Yes No

XI · Please explain the animal experimental design according to the principle of 3Rs related to refinement:

Please fill in the related items listed below according to the experimental design (methods and procedures); if not applied, please fill in “None”.

(I) Material, Method and Frequency of Injection and Sampling.

(II) Method and duration, frequency of animal restraint, fasting, water deprivation and action restriction (eg metabolic cages, treadmills, restraint devices):

(III) Methods and doses of Anesthesia (sedation); Procedure of surgery; Care after anesthesia (surgery):

1. Treatments before anesthesia: Animal fasting Animals are not fasted Other_____
2. Medication before anesthesia: Yes No Other_____
3. Name, dosage and routes of anesthetic: _____
4. Duration of anesthesia: ____minutes. Repeats of anesthesia: ____times.
Intervals between anesthesia _____, Reasons for repeated anesthesia: _____
5. Under anesthesia (after anesthesia): Infusion Insulation Oxygen supply
Other_____
6. Care after operation:

(IV) Intervention for pain or stress, for example:

1. Is there any sedatives or analgesics used, environmental enrichment, etc. to minimize animal stress or pain?
2. Based on the severity of pain or purpose of the experiment, is there any treatment applied?

※Pain management:

(A) Use Analgesics Antibiotic

Drug name (scientific name): _____, Medication method: _____

(B) Other procedure: _____

(V) Humane Endpoints: Identify and explain the endpoint that is both humane and scientifically sound, including assessment criteria used, for example, the abnormal behavior and painful symptoms of the animal:

XII · Please describe the Disposition of Animals: (ie. planned euthanasia, adoption, protocol transfer, etc.):

(I) After the experiment:

- Euthanasia, method applied: _____
- Animals continue to be reared and subsequently treated (i.e. adoption or transfer.): _____
- Other: _____

(II) Disposal of Animal Carcasses :

- By the NCHU Veterinary Medical Teaching Hospital
- Other: _____

XIII · Are there any hazardous experiments, such as biological hazards (including infectious substances, carcinogenic drugs), radiation and chemical hazards (toxic substances)?

No Yes

If yes, please fill in the following items:

(I) The hazard of the experiment belongs to:

Biohazard Radioisotope Chemical toxin risk (i.e. Carcinogen)

1. Method, route and place for conducting experimental application of hazardous materials:

2. Protective measures taken for laboratory personnel, laboratory animals and housing environment:

3. Disposition of experiment waste and corpse:

(II) In the case of a biohazard, please state whether there is an approval from Biological Safety Committee of National Chung Hsing University:

No Applied, under review Yes, Case number: _____

For the dangerous experiment, please attach a copy of the certificate when you apply. If you have selected "Applied, under review", you must send it back to the certificate.

(III) In the case of "Radioisotope" or "Chemical toxin risk" experiments, please indicate the application status of the case to the competent authority.

(Radioactive material experiments are subject to approval by the Atomic Energy Council of the Executive Yuan; Chemical toxin experiments are subject to approval by

the Environmental Protection Administration of the Executive Yuan)

Not yet applied Applied, under review Yes, Case number: _____

Name and number of the approved certificate for the use of hazardous materials _____

Name and number of the qualification of the person using the hazardous materials _____

Radioactive material license number _____

Operation certificate of operator _____

Nuclear name of radioactive material _____

1. Application for animal experiments should be submitted (1) (at least) 3 weeks before the start of the experiment or (2) 2 to 4 weeks before applying the funding plan; if not, the application can be completed before the initial review of the funding plan .
2. The applicant guarantees that the information above is accurate and confirms that the application complies with the provisions of the Animal Protection Law and related regulations, and agrees to accept the inspection of the animal houses from internal and external authorities.
3. The applicant must be a NCHU assistant professor or above position and responsible for certifying that the information above is true.

Principal Investigator _____

Date _____

Division Head _____

Date _____

General review

Reviewer _____ Date _____

- 1. Passing
- 2. Review after revision
- 3. Not passing

Reviewer's opinion:

Professional review

Reviewer _____ Date _____

- 1. Passing
- 2. Review after revision
- 3. Not passing
- 4. After approval, apply to the Ministry of Health and Welfare for the purchase of narcotic drugs and resubmit the approval of purchase and the narcotic drug use license.

Reviewer's opinion:

Chairman of IACUC _____ **Date** _____

Personal Data Collection Agreement

According to the Personal Data Protection Act, National Chung Hsing University (hereinafter as NCHU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCHU.

Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

I. Basic Data Collection, Renewal and Management

- (I) NCHU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCHU to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCHU of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
 - 1. To check or review the collected data.
 - 2. To receive a photocopy of the collected data.
 - 3. To supplement or revise the collected data.
 - 4. To cease the collection, processing or use of the collected data.
 - 5. To delete the collected data.

However, NCHU may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests; NCHU shall not be held responsible for any compensation.

II. Purpose of Personal Data Collection

- (I) NCHU collects your personal data to meet the needs of Animal experiment application review.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCHU, you may lose certain rights or benefits as a

III. Basic Information Security

If your personal information has been stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCHU, or the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCHU shall inspect the cause and inform you by phone, mail, e-mail or website notice.

IV. Validity of Agreement

- (I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (II) NCHU is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCHU website. Should you disagree with any amendments, please exercise your right to request that NCHU discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Taichung District Court as the court of the first instance jurisdiction.

Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

■ I have read and accepted the above consent form

Signature: (Please sign and date)