



MEMORANDUM

Date: March 10, 2022

Distributed to: Animal Users & Designates

From: Animal Ethics & Care Program

Subject: Animal Care Committee Review Fees

HIGHLIGHTS

- Effective May 1, 2022, all animal care applications funded by a for-profit entity will be charged \$1,000.
- There is no charge for unfunded applications or those funded internally, by granting agencies or charitable/not-for-profit organizations.
- This is a one-time fee for each specific application, which covers initial review, annual renewals and minor amendments/modifications for three years.
- There will be a \$400 fee for initial review of pilot projects funded by a for-profit entity.

Dear colleagues,

I am writing to advise that, effective May 1, 2022, a fee of \$1,000 will be charged for all animal care applications funded by a for-profit entity.

This fee will cover costs of initial and ongoing reviews of all new applications, regardless of whether the proposed industry-sponsored research project is investigator-initiated or sponsor-initiated. This is a one-time-only fee for each specific application and covers initial review, annual renewals and minor amendments for the next three years.

Initial Review Fee

An initial review fee of \$1,000 (CAD) is required for each new application funded by a for-profit entity (e.g., pharmaceutical/medical device company) or other for-profit organization. This fee is charged regardless of the review's outcome.

There is no charge for applications requiring ethical review that are either unfunded, funded internally (including teaching), or funded by grants from federal/provincial granting agencies or charitable or not-for-profit organizations.

Major Amendments Review Fee

A \$1,000 (CAD) fee will be charged for all major amendments (after initial approval) involving full review. The Animal Care Committee (ACC) may also classify an amendment as major based on the level of review required to approve the amendment. This amendment fee will be charged at the time of each amendment review. A document will be made available, prior to May 1, 2022, with examples of what constitutes major and minor amendments.

Annual Renewal Review Fee

A \$1,000 (CAD) annual fee will be charged after three years for continuing animal ethics review. This annual renewal fee will be charged after the third year the project is active.

Pilot Project Review Fee

A fee of \$400 (CAD) will be charged for pilot projects funded by a for-profit entity.

Invoicing and Payment

The principal investigator remains responsible for communicating ACC review fee requirements to the sponsor. To streamline the fee payment process, contract reviewers at Western and Lawson will make efforts to negotiate this fee into the study startup fee when negotiating agreements with industry sponsors.

If funds are held at Western, Research Finance will invoice the sponsor for startup costs, including the ACC review fee and any additional ACC review costs in subsequent years. Research projects will be debited for the ACC review fee once related invoice(s) is/are paid. If funds are held at Lawson, Western Research will invoice Lawson directly for the fee.

The sponsor is expected to pay the ACC review fee within 30 days of receipt of the invoice.

Please note: the ACC retains the right to withhold approval notices until the ACC fee is paid.

Please feel welcome to contact me with any questions.

Sincerely,

Erika Basile
Director, Research Ethics & Compliance
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