



**UNIVERSITY OF CAPE TOWN**  
**Faculty of Health Sciences**  
**Animal Ethics Committee**



**Room E52-24 Old Main Building**  
**Groote Schuur Hospital**  
**Observatory 7925**

**Telephone** [021] 404 7682 • **Facsimile** [021] 406 6411

**Email:** [nosi.tsama@uct.ac.za](mailto:nosi.tsama@uct.ac.za)

**Website:** [www.health.uct.ac.za/fhs/research/animalethics/forms](http://www.health.uct.ac.za/fhs/research/animalethics/forms)

10 August 2017

**To:** All Animal Researchers

**RE: CONSULTATION WITH RAF STAFF PRIOR TO SUBMISSION OF PROTOCOL**

Dear Animal Researchers

The AEC application form (Sections 20 and 21) makes provision for a box to indicate that the required consultation with the FHS Veterinary Scientific Services was done.

The FHS AEC notes with great concern that many applicants for animal ethics approval do not consult with the FHS Veterinary Scientific Services (VSS) **PRIOR** to the submission of a protocol. This results in Committee members spending a considerable amount of time pre-reviewing each AEC protocol prior to full committee review and results in unnecessary delays in the approval process.

The FHS AEC therefore urges animal researchers to please consult FHS Veterinary Scientific Services personnel:

- Faculty Veterinarian: Dr Kim Tutt at [kim.tutt@uct.ac.za](mailto:kim.tutt@uct.ac.za); 021 650 7772; and
- Faculty Animal Welfare Manager at [janet.mccallum@uct.ac.za](mailto:janet.mccallum@uct.ac.za); 021 650 6763.

Please email your proposed protocol to Dr Kim Tutt **and** Sr. Janet McCallum no later than two weeks in advance of the AEC submission date (**Dates for submissions (new studies)**). Please see the dates on the AEC website at: <http://www.health.uct.ac.za/fhs/research/animalethics/submission>.

For established studies/procedures/researchers which require minimal veterinary input in the protocol, a response will be returned via email. For new studies or when an applicant is preparing a protocol for the first time then it is advised to consult with VSS in person **PRIOR** to the submission of the AEC application to the departmental research committee (DRC). Please allow sufficient time for repeated consultations and revisions.

It is in your best interest to make use of this **free-of-charge service** available to you, to avoid potential delays in the review and approval of your protocol. Due to the lengthy process in reviewing protocols, the committee may reject applications that have not been through this requisite consultation/discussion process.

We plan to host regular information sessions on animal research to assist in this regard. Please look out for an email invitation or advertisement in the Faculty Info-mailer.

Thank you for your cooperation in this regard.

Kind Regards

**PROF PJ COMMERFORD**  
**CHAIR, FHS AEC**