



## Terms and Conditions

1. This form should be used to request Cost Estimates to breed and supply the specified rodent strains (mice and rats), both for UCT-RAF-owned and Researcher-owned strains. Rodent strains owned by the UCT Research Animal Facility (UCT-RAF) are bred on request only.
2. The Cost Estimate (provided by the UCT-RAF after submission of this form) must be accepted (by the researcher) *and* the Debit/Purchase Order form submitted (by the fund holder) *at least 10-12 weeks before the animals are required*, in order to allow sufficient time for animal production, including the availability of breeders, pregnancy (3 weeks), time to maturation to required age (e.g. 6-8 weeks), etc. More advanced notice will be required for the provision of aged animals.
3. If a single sex of animal is requested, payment will be required for the breeding of all animals generated, i.e. including the same number of the opposite sex (animals that were bred but not used).
4. The UCT-RAF will only *initiate breeding* once a Cost Estimate has been generated, accepted and the Debit/Purchase Order form submitted by the fund holder.
5. Once breeding has been initiated, no refunds will be awarded if the order for the animals is cancelled.
6. The UCT-RAF will alert the Fund Holder and the Requestor when once breeding has been initiated and once the animals have been weaned.
7. Note that a separate Animal Issue Request Form will still need to be submitted by the Requestor or Fund Holder, to the UCT-RAF, at least 3 workdays before the actual issue date of the animals.
8. This form must be submitted electronically (see below). No hard copies of this form will be processed.

## Guidance for Completing and Submitting the Form

1. Please use the latest version of this form, available from [www.caresa.uct.ac.za/-forms](http://www.caresa.uct.ac.za/-forms)
2. One Cost Estimate Request form may include several AEC Protocol numbers.
3. Complete all information in section A for the Fund Holder (i.e. the person who will pay the Debit /Purchase Order) and Requestor (i.e. the person submitting this request form, if different from the Fund Holder).
4. Complete all relevant fields in section B.
  - a. For each row, indicate the AEC protocol number that the animals are associated with.
  - b. Supply a strain number for mice (e.g. UCT-xx). Supply a strain name for rats (e.g. Wistar).
  - c. Indicate whether the strain is owned by the UCT-RAF or by a Researcher.
  - d. Indicate the number of animals requested, their sex (male, female, or either), an age range (in weeks) and a weight range (in grams). Note that where both sexes are required, separate rows should be completed for males and females.
  - e. Indicate the date that the animals will be needed (i.e. the date on which animals should be issued).
  - f. Please add short comments per strain in the “additional requirements” column if necessary.
  - g. Where comments apply to all strains, please include them in the “comments” field below the table, e.g. if specifying the number of animals per cage.
5. Please acknowledge the terms and conditions by ticking the box provided at the end of the form.
  - a. Forms will not be processed unless the box has been ticked.
6. Save the completed form in PDF format and email to [cost.estimate.raf@uct.ac.za](mailto:cost.estimate.raf@uct.ac.za)
  - a. An acknowledgement-of-receipt email will be generated upon successful submission of the form.
7. The UCT-RAF will email the Cost Estimate for animals/products/services to the Fund Holder and requestor.
8. The fund holder must accept the Cost Estimate and submit a completed Debit/Purchase Order form in the specified manner, before the requested animals/products/services will be provided by the UCT-RAF.