



Cost Estimate Request form – Maintenance of Researcher-Owned Rodent Strains in Breeding Units

This form should be used to request Cost Estimates for the maintenance of researcher-owned rodent strains in breeding units (mice and rats). **Note: The Cost Estimate must be accepted *and* the Debit/Purchase Order form submitted by the fund holder, before the maintenance of the strain(s) may commence.** Refer to page 2 for terms and conditions and guidelines on completing and submitting this form.

A. Strain Owner and Requestor Details: Please complete all fields

Strain Owner name		Strain Owner email	
Institution/Company		Faculty	
Department		Division/Unit	
Requestor name		Requestor email	
Requestor phone number		Date submitted	

B. Period for which Cost Estimate Requested

Month for cost estimate		Year for cost estimate	
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C. Cage Numbers & Euthanasia Details: Please complete all relevant fields, to calculate cage maintenance costs

Week of the month*	Number of IVC cages: SPF-1	Number of IVC cages: SPF-2	Number of ISO-cages: SPF-2	Number of Isolator-cages: SPF-2	Number of animals to be euthanased (SPF-1 + SPF-2)
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					

* Weeks are defined by Fridays, i.e. week 1 is the first week in the month containing a Friday. Cages occupied for part of a week are counted as full weeks.

D. Professional Services: Please complete all relevant fields

Week of the month	Tail-cuts: Number of cages	Weaning without mouse numbering (ear-clipping): Number of cages	Weaning with mouse numbering (ear-clipping): Number of cages	Setting up timed-matings: Number of breeding pairs ^a	Comments
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					

* For each week, indicate the number of cages for which the indicated services would be performed by UCT-RAF staff (Technical Assistants). ^a Note that *timed matings* refer to the very specific setting where one wishes to produce fetuses of known *in utero* age, e.g. when doing pregnancy research. Most strain owners would thus not routinely set up timed matings.

E. Comments: Please provide any comments if required

I confirm that the Strain Owner agrees to this request, to all terms and conditions, and that work/breeding may only commence once a Cost Estimate has been accepted *and* the Debit/Purchase Order form submitted. Ticking this box acts as my signature.

Terms and Conditions

1. This form should be used to request Cost Estimates for the *maintenance* of researcher-owned rodent strains (mice and rats) in the UCT-RAF breeding units
2. The maintenance of the animals in the UCT-RAF may only commence when once a Cost Estimate has been generated, accepted and the Debit/Purchase Order form submitted by the fund holder.
3. 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 download the latest version of this form, available from www.caresa.uct.ac.za/-forms
2. A single Cost Estimate Request form may be submitted for multiple strains together.
3. Complete section A in full for the Strain Owner and requestor (i.e. the person submitting this request form).
4. Complete section B in full. Indicate the month and year for which the cost estimate is being requested, i.e. the month when the maintenance of the animals will be performed.
5. Complete all relevant fields in section C.
 - a. Complete the information for the relevant weeks of the month (as indicated in section B) for which the Cost Estimate is being requested.
 - b. Weeks are defined by Fridays, i.e. week 1 is the first week in the month containing a Friday, week 2 is the second week containing a Friday, etc. Thus defined, most months contain 4 weeks, while a few months contain 5 weeks. Cages occupied for any part of a week are counted as full weeks.
 - c. Specify the number of cages projected to be occupied during each week of the month, in each breeding facility as indicated. Thus indicate the number of IVC cages in SPF-1, number of IVC cages in SPF-2, number of ISO-cages in SPF-2, and the number of cages in Isolators in SPF-2.
 - d. Specify the number of animals anticipated to be euthanased during each week of the month, in total across all breeding facilities (SPF-1 and SPF-2) and cage types together. This information is required to provide a cost estimate for the biological disposal and associated fees.
6. Complete all relevant fields in section D.
 - a. Indicate the number of cages for which the indicated services would be performed by UCT-RAF staff (Technical Assistants).
 - b. For each week, indicate how many tail-cuts (number of cages), weaning without ear-clipping (number of cages), weaning with ear-clipping (number of cages), or setting up of timed-matings (number of breeding pairs) are anticipated.
 - c. Note that the *timed matings* (Section D of the form) refers to the very specific setting where one wishes to produce fetuses of known *in utero* age, e.g. when doing pregnancy research or research on fetuses. This therefore does not apply to most routine breeding being performed in the SPF unit. Most investigators will thus not need to complete any information for "timed matings".
 - d. Provide comments as required.
7. Complete Section E if required, for general comments.
8. Please acknowledge the terms and conditions by ticking the box provided at the end of the form.
 - a. Forms will not be processed unless this box has been ticked.
9. Save the completed form in PDF format and email to cost.estimate.raf@uct.ac.za
 - a. An acknowledgement-of-receipt email will be generated upon successful submission of the form.
10. The UCT-RAF will email the Cost Estimate for the products/services to the Strain Owner and requestor.
11. 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.