



Cost Estimate Request Form – Farm Animal Studies

This form should be used to request Cost Estimates for experimental farm animal studies (i.e. pigs, sheep, rabbits, chickens, guinea pigs) to be performed in the UCT-RAF Farm Animal Unit. **Note:** Cost Estimate Requests for farm animal studies should be submitted *at least one month before work is conducted*. The Cost Estimate must be accepted *and* the Debit Order form submitted by the fund holder, before the work may commence. Refer to the last page of this form for the Terms and Conditions and guidelines on completing and submitting this form.

A. Protocol Information: Please complete all fields

AEC Protocol number *	
Brief Protocol title	

* Please submit a separate Cost Estimate Request form for each AEC Protocol number

B. Principal Investigator and Requestor Details: Please complete all fields

Principal Investigator name		Principal Investigator email	
Institution		Faculty	
Department		Division/Unit	
Requestor name		Requestor email	
Requestor phone number		Date submitted	

C. Period for which Cost Estimate requested

Month for cost estimate Year for cost estimate

D. Animal Species

Animal Species

E. Transport (animals or goods)

Week of the month *	Number of trips ^α				Destination	Comments
	Pre-screening of animals on farm	Transport to UCT	Transport from UCT	Other purposes		
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						

^a Specify the number of trips to be made during each week of the month, for the indicated purposes. * Weeks are defined by Fridays, i.e. week 1 is the first week in the month containing a Friday.

F. Medication, additional feed or protocol-specific consumables

G. Animal Numbers, Euthanasia Details & Professional Time: Please complete all relevant fields

Day of the month	Animal numbers		Para-veterinary hours ^α							Veterinary hours ^β	
	Housed in UCT Farm Animal Unit	To be euthanased	Pre-screening (to determine animal suitability for the study)	Pre-op habituation & welfare monitoring	Anaesthetic induction	Anaesthetic maintenance	Anaesthetic recovery	Post-op intensive care, therapy & welfare monitoring	Post-op therapy & welfare monitoring (non-ICU)	Weekly animal health & welfare monitoring	Other functions (e.g., surgery, post-mortems)
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For each day of the month, indicate the number of animals housed in the UCT farm animal unit and the number of animals to be euthanased on that day; the professional time (hours) required of para-veterinary professionals (i.e. Veterinary Nurses or Laboratory Animal Technologists) on that day; and the professional time (hours) required of Veterinarians on that day. ^α Para-veterinary hours should be broken down into time required for pre-screening of animals for study suitability (usually performed on the farm); time for pre-operative habituation and welfare monitoring (i.e. the first few days after the animals' arrival in the UCT Farm Animal Unit); anaesthetic induction; anaesthetic recovery (until the animal is ambulatory and coordinated); post-operative intensive care, therapy and welfare monitoring (usually the first few days post-op); and post-operative non-intensive therapy and welfare monitoring (non-ICU care until time of discharge). ^β Veterinary hours should be broken down into time required for routine weekly animal health and welfare monitoring (regulatory requirement); and other veterinary functions (e.g. surgery, post-mortems, etc.).

H. Comments: Please provide any comments if required

I confirm that the Principal Investigator agrees to this request, to all Terms and Conditions, and that the work may only commence once a Cost Estimate has been accepted *and* the Debit Order form submitted. Ticking this box acts as my signature.

UCT-RAF Office use only

Received by		Date
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Terms and Conditions

1. This form should be used to request Cost Estimates for experimental farm animal studies (i.e. pigs, sheep, rabbits, chickens, Guinea pigs) to be performed in the UCT-RAF Farm Animal Unit.
2. This form should be submitted at least one month in advance of the work being conducted, e.g. submit the form before the end of January for work to be conducted in the month of March.
3. This form must be submitted electronically (see next section). No hard copies of this form will be processed.
4. The work in the UCT-RAF may only commence when once a Cost Estimate has been generated, accepted and the Debit Order form submitted by the fund holder.
5. All farm animal studies must comply with the UCT-RAF-specified ***Required timelines for planning and conducting farm animal studies in the UCT-RAF***, document available from www.caresa.uct.ac.za/-forms. Note that neither the submission of this Cost Estimate Request form, nor the subsequent provision of a formal Cost Estimate by the UCT-RAF, nor the acceptance of the Cost Estimate by the Fund Holder or payment of the fees via Debit Order/Purchase Order, will constitute an agreement as to the dates that specific procedures or study-related functions will be performed or supported by the UCT-RAF. Instead, agreements as to specific dates that the UCT-RAF will support or perform study-related procedures or functions, have to be agreed separately in advance between research teams and the UCT-RAF Farm Animal Unit Manager, with due consideration of the ***Required timelines for planning and conducting farm animal studies in the UCT-RAF***, as above.
6. A separate Animal Issue Request form will need to be submitted for each new animal entering the study.

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 separate Cost Estimate Request form must be submitted for each AEC Protocol number.
3. Complete section A in full.
4. Complete all information in section B for the Principal Investigator and Requestor (i.e. the person submitting this request form).
5. Complete section C in full. Indicate here the month and year for which the cost estimate is being requested, i.e. the month when the work will be conducted.
6. Select in Section D the animal species involved.
7. Complete all relevant fields in section E.
 - a. Complete the information for the relevant weeks of the month for which the Cost Estimate is being requested (as indicated in section C). 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 only 4 weeks, while a few months contain 5 weeks.
 - b. For each week, specify the number of trips to be made for the indicated purposes.
 - c. Indicate the destination for the trips.
 - d. Provide comments if required.
8. Complete all relevant fields in section F.
 - a. Indicate any medication, additional feed or protocol-specific consumables that will be required from the UCT-RAF.
9. Complete all relevant fields in section G.
 - a. For each day of the month, indicate the number of animals housed in the UCT-RAF Farm Animal Unit and the number of animals to be euthanased on that day. The latter information is required to provide a cost estimate for the biological waste disposal and associated fees.
 - b. Indicate the number of hours required of para-veterinary professionals for the specified purposes
 - c. Indicate the number of hours required of veterinary professionals for the specified purposes.
10. Provide optional comments in section H if required.
11. 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.
- 12. 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.
- 13. The UCT-RAF will email the Cost Estimate for the animals/products/services to the PI and requestor.
- 14. The fund holder must accept the Cost Estimate and submit a completed Debit Order form in the specified manner, before the requested animals/products/services will be provided by the UCT-RAF.