UNIVERSITY OF IBADAN ANIMAL CARE AND USE RESEARCH ETHICS COMMITTEE
(UI-ACUREC)
2nd floor, Room 311, Faculty of Veterinary Medicine Building www.acurec.ui.edu.ng
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APPLICATION GUIDELINE
APPLY 3 MONTHS AHEAD OF COMMENCEMENT OF STUDY

Please, be informed that it is important that you carefully and thoroughly read the guideline and strictly comply with all the requirements. Failure to do so means your application will not be processed. If your online submission is not acknowledged within 24 hours (if you submit from Monday to Thursday) or within 72 hours (if you submit on Friday or a day preceding public holiday) it means your submission did not satisfy the application requirements. Please, go through the guideline again and review what and how you have submitted, adjust and then re-submit. Call to inform the office you have re-submitted.

The purpose of this guideline is to ensure that all protocols conform to:

1. The Nigerian National Code for Health Research Ethics (*www.nhrec.net*)
2. Generally Accepted Scientific Principles

Principles Guiding Animal Care and Use

- Design and performance of procedures on the basis of relevance to human or animal health, advancement of knowledge, or the good of society.
- Use of appropriate species, quality, and number of animals.
- Provision of appropriate animal transportation and husbandry directed and performed by qualified persons.
- Conduct of experimentation on living animals exclusively by and / or under the close supervision of qualified and experienced personnel.
- Adequate identification of hazards and risks (if any) associated with those hazards while conducting the experiment.
- What are the dangers or hazards posed by the experimental procedure and adequate control measures to ensure safety and prevent contamination of the environment.
- Use of appropriate personal protective equipment (PPE) especially when handling poisonous or infectious agents.
- Experimental facility should be appropriately designed and standard operating procedures (SOPs) adhered to.
- State precisely where the experimental work will be carried out (i.e. Department, Specific location where the animals will be housed and experimental work conducted).
- State if you have expertise in handling animals to be used OR State if you will get expert supports in handling and conducting the procedures on animals.
- Source (s) of the animals to be used must be stated.

NB: **Inspection of the Premises where the animals are housed will be done!**

WHAT TO DO TO APPLY FOR ETHICAL CLEARANCE

APPLY 3 MONTHS AHEAD OF COMMENCEMENT OF STUDY

1. DO ACUREC TEST

On UI-ACUREC website home page, click on the ARROW in front of TEST then click on ACUREC TEST GUIDELINE *click here*. Read the guideline carefully and thoroughly, and follow the instructions to do the CITI test. Do any animal-related or Responsible Conduct of Research test until you score minimum of 80%. Print only the score page and certificate and submit by hand to ACUREC Office along with other documents.

2. WRITE AND SUBMIT A PROPOSAL

The proposal must conform to ACUREC application requirements. It is important you PAGINATE, LINE-NUMBER (using MS-word package) and SPIRAL-BIND the proposal. Make sure each section of the proposal begins on a fresh page.

Sections of the proposal. Please, follow strictly

- **Cover/Title page,** which should show title of research; full name of Principal Investigator (and that of Co-Investigator(s'), if it is a group study); e-mail address, phone No., qualification(s); name of supervisor, Department and Faculty.

- **Supervisor's attestation statement page**: (for student's research) to testify to the fact that the study will be conducted under his/her supervision, and that he/she has carefully gone through the documents (especially the proposal and the ethical checklist) being submitted to ACUREC. Or collaborator's letter of support (for staff applicants)

- **Executive Summary page:** One-page plain language **summary** of the research including the **title of the study, research design, methodology, principal exposure and outcome variables. It should not exceed one page.**

- **Background of Study**: Describing current knowledge about the research; rationale for the study (indicating the justification for the study); objective of the study (general objective and specific objectives)

- **Research Methodology**

  - Study design - stating clearly the nature of the study (e.g. descriptive, retrospective, prospective, crosssectional, case-control, clinical trial, etc.)
  - Study site – stating clearly the location of the research.
  - Study population – stating clearly the population of the study.
  - Sample size determination – showing clearly how sample size was determined
  - Sampling technique – stating clearly the sampling technique to be used for selecting research participants.
  - inclusion criteria and exclusion criteria
  - frequency of interviews

- Statement on invasive sampling (blood, tissue etc) inclusion/exclusion criteria and frequency of sampling
- Data collection procedure
- Physical examination procedure if indicated
- Follow up details if required
- Laboratory procedure to be used
- Intervention to be used
- Data analysis method to be used

- **Ethical considerations:** here, you are asked to write out the ethical issues that may arise in the course of carrying out the study. Tell us sacrifice method, disposal method you are going to use (if burial, state the depth of the grave), disposal location and proper description of the location

- **List of references:** please, follow University of Ibadan style

- **Copies of questionnaire:** this is required only if your study is questionnaire-based.

3. COMPLETE AND SUBMIT ETHICAL CHECKLIST
   Download the ETHICAL CHECKLIST from ACUREC website *click here for ethical checklist*. Put answer in front of each question and answer all the questions; any question not applicable to you, please write in full, NOT APPLICABLE. Don't leave any question unanswered. Date of commencement of study should be 3 months after the submission date.

4. COMPLETE ACUREC APPLICATION FORM
   Download and fill APPLICATION FORM from ACUREC website *click here* and submit to UIACUREC Office

5. COMPLETE RESEARCH INTEGRITY DECLARATION FORM
   Download and complete RESEARCH INTEGRITY APPLICATION FORM *click here* and submit to UI-ACUREC Office.

6. FINANCIAL CLEARANCE OR COURSE FORM SHOWING YEAR OF FIRST REGISTRATION

7. PURCHASE OF UI-ACUREC MANUAL: MSc/MVM and Ph.D students are to pay N3,000 through remita to ACUREC Vote Code **7/350/330** to purchase the UI-ACUREC Training Manual.
   Download payment instructions and pay through remitta.
   Download and fill authority to pay *click here* to convert remitta printout to university receipt at the Cash Office.

8. MAKE PAYMENT FOR APPLICATION FEE, COLLECT UNIVERSITY RECEIPT AND SUBMIT TO ACUREC OFFICE ALONG WITH OTHER DOCUMENTS

Download payment instructions for application fee *click here*, and pay appropriate fee through remitta.
Download and fill authority to pay *click here* to convert remitta printout to university receipt at the Cash Office.

Please, note that you are submitting the following by hand to UI-ACUREC Office: proposal, completed ethical checklist, attestation letter (bound with proposal. See sections of the proposal above), application letter, abridged CV, completed application form, completed research integrity declaration form, result and certificate of test, financial clearance or course form showing year/session of first registration and cash receipt collected from UI Cash Office

ETHICAL APPROVAL FEE SCHEDULE

LEVEL/STATUS	AMOUNT
UNDERGRADUATE	**N5, 000. 00**
M.SC.	**N5, 000. 00**
PH. D/FELLOWSHIP	**N7, 500. 00**
STAFF	**N15, 000. 00**
OTHER INSTITUTIONS	**N20, 000. 00**
SPONSORED	**N30, 000. 00**

9. WRITE AN APPLICATION LETTER
   Address the application letter to the Chairman, UI-ACUREC.

10. PREPARE AN ABRIDGED CURRICULUM VITAE
    The CV should not exceed 2 pages

11. WHAT TO SUBMIT BY HAND
    i. MSc/MVM, M.Phil, M.Phil/Ph.D or Ph.D students should submit a copy of their duly signed first registration form collected from Postgraduate College
    ii. A copy of paginated, line-numbered, well-arranged and spiral-bound PROPOSAL iii. A copy of completed, paginated, stapled ETHICAL CHECKLIST iv. Duly signed and dated APPLICATION LETTER
    v. Duly signed and dated SUPERVISOR'S ATTESTATION LETTER (bound with proposal. See sections of the proposal above)
    vi. Duly signed and dated APPLICATION FORM
    vii. Completed and duly signed RESEARCH INTEGRITY DECLARATION FORM
    viii. Abridged CV
    ix. Original UNIVERSITY RECEIPT of **N3,000** for the PURCHASE OF ACUREC TRAINING MANUAL **(MSc/MVM and Ph.D ONLY)** collected from Cash Office.
    x. Original UNIVERSITY RECEIPT for APPLICATION FEE collected from Cash Office.

Please, note the following:
After the documents have been accepted at the ACUREC Office,

- Collect and keep your file number
- Write the file number on the top of all the documents you are to submit, then submit.
- Ensure you are added to the **UI-ACUREC Applicants WhatsApp platform.**
- Submit SOFT COPIES of the PROPOSAL and the ETHICAL CHECKLIST within 8 hours after submission of the hard copies. Please, strictly comply with the submission deadline of the soft copy

12. WHAT TO SUBMIT VIA E-MAIL USING FILE NUMBER AS SUBJECT (submit to acurecapplications@gmail.com Please, do not send your application to another email). i. Proposal (in MS-Word format) as an attachment ii. Ethical checklist (in MS-Word format) as an attachment

Please, note the following:

- For consideration of your application in the month of submission, kindly submit soft copies within 8 hours of submission of the hard copies. Soft copies not received within 8 hours will not be processed until the month that follows.
- Use your file number as subject of the mail.
- Send the documents in MS-Word format (documents sent in pdf format will not be opened or acknowledged).
- If your mail is not acknowledged or is rejected, please check the proposal and the ethical checklist you have submitted to find out where you have failed to follow instructions, review and re-submit. Then call to inform the Office, you have re-submitted
- In all correspondences, always quote your FILE NUMBER correctly
- ALWAYS CHECK YOUR APPLICATION STATUS on **UI-ACUREC Applicants WhatsApp platform.**
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