NUS
National University
of Singapore

12 January 2010

Dear Deans and HODs,

Please be informed of the institutional policies on the care and use of animals for scientific purposes. Would be grateful if you could forward this email to the research investigators in your respective departments, for information.

Dear PIs

Submission of the ***Annual Protocol Review {APR}*** for IACUC review, either to report project progress or completion, is a mandatory requirement.

APRs are a means to monitor the status of a particular protocol, track animal usage, obtain feedback on problems that may be encountered in the conduct of the approved protocol, and on whether any amendments have been made to improve the compliance of the 3R principles. If IACUC has no issues with the status of a project in relation to the animal care and use, the project would be allowed to continue.

To facilitate and ensure timely APR submissions, IACUC Office will send you reminders as follows :

1st Reminder	60 days before due date
2nd Reminder	30 days before due date
1st Warning	7 days before due date
2nd Warning + phone call	3 days before due date

Please note the following would apply if submissions are still not received by the due date despite the reminders & warnings:
1.) Existing animals would be put on hold in animal facilities
2.) Orders for approved animal numbers would not be honoured
3.) IACUC Office will not process new IACUC applications from the PI involved.

IACUC office
12 Jan 10
(Transmitted via email)