



## Policy on Research Involving Animals

### Introduction

Conestoga College Institute of Technology and Advanced Learning is committed to provide a polytechnic environment conducive to the pursuit of currency, scholarship, applied research and creative activity for its faculty, staff and students. This policy governs applied research activities involving animals. This policy complies with the Tri-Council Policy Statement (2<sup>nd</sup> Edition).

The Executive Dean of Academic Administration (*or designate assigned by the President*) has responsibility for the interpretation and implementation of this policy.

### Definitions

*Applied Research* includes any original investigation, undertaken to acquire new knowledge, or to apply existing knowledge in a novel way, directed primarily towards a specific practical aim or objective. Ideas are developed into operational form to produce new prototype products, devices, processes, systems, and services or to improve substantially those already produced or installed. With respect to this policy, Conestoga includes clinical research, survey-based research, and experimental development within our definition of applied research.

An *applied research project* shall include any project involving an external company or organization, with or without funding, and/or using Conestoga resources (e.g. people, equipment, space) to conduct the project activities. Applied research projects can be further categorized as student projects (capstone or final year), curriculum based projects (i.e. project occurring within certain courses for academic marks), independent projects (i.e. projects done outside of normal academic activities with signed research agreements), or special event projects (i.e. projects undertaken outside of normal academic activities with specified focus for students and/or faculty).

*Institutional Research* is a special classification of research that involves the surveys and data analysis of information that is focused on program quality improvement and evaluation. Other classifications of research are experimental, basic, discovery, survey and clinical to name a few. All research at Conestoga, not classified as institutional research, will be referred to as applied research.

The word *research*, referenced by itself within this document, may refer to either institutional or applied research. And, a *research project* may refer either an institutional or applied research project.

A *partner* refers to an external business, institution, research hospital, or organization that is engaged in a research project with Conestoga. The partner may be providing full, partial, or no funding towards the research project. In most situations, there is normally a contractual agreement between Conestoga and the partner to stipulate the roles and responsibilities of the participants.

The phrase *Conestoga staff members* refers to all staff whether employed full-time, part-time, or on contract basis (e.g. faculty, researchers, support staff, administrators). The phrase *Conestoga students* refers to all students working with or without monetary compensation on any project under the direction and control of Conestoga.

*Consulting Service* activities are similar to the activities within an applied research project but are not normally viewed by Conestoga as applied research. There are two types of consulting services for research purposes; “*internal*”, using Conestoga resources, and “*external*”, not using Conestoga resources. For both types, an individual wanting to engage in consulting services with a company requires prior written approval from Conestoga; consulting services cannot conflict with the employee’s responsibilities to Conestoga, constitute economic competition with Conestoga, or negatively impact the reputation of Conestoga.

External consulting service activities are the sole responsibility of the individual. The individual cannot use Conestoga resources and does not represent Conestoga for the consulting service provided. Legal agreements between the individual, the company, or any other third-party are signed without the involvement, endorsement or warrantee of Conestoga. External consulting service activities by faculty members can potentially be viewed as scholarly activities.

Internal consulting service activities require review and approval by one of Conestoga’s Academic Chairs prior to engagement. When a particular internal consulting service activity requires the use of Conestoga resources, the activity must be reviewed to ensure it does not interfere with Conestoga’s academic processes and legal obligations (i.e. software license agreements, use of donated hardware, etc.) and does not unnecessarily put Conestoga in a potential liability situation. Upon approval, the individual is responsible for conducting the activities in adherence to all Conestoga policies and procedures. Legal agreements between the individual, the company, and Conestoga may need to be entered into and are at the discretion of Conestoga. Internal consulting service activities by faculty members, with prior approval of the Academic Chair, can be viewed as scholarly activities.

If an internal consulting service requires both Conestoga resources and the participation of Conestoga students, then it will be classified as an applied research project and processed accordingly.

The term *animal* as defined in this policy includes all non-human living vertebrates and higher invertebrates as defined by the Canadian Council on Animal Care (CCAC).

### Exclusions

There are no exceptions with regards to research involving animals. This policy covers all Conestoga staff members, Conestoga students, and anyone else engaged in research, teaching, testing, or consulting services with Conestoga.

### Policy Elaboration

Conestoga recognizes the importance of animals in research, teaching and testing and supports the goal of ensuring that all animals are treated in an ethical manner and cared for properly.

The Canadian Council on Animal Care (CCAC) is the national organization responsible for setting and maintaining standards for the care and use of animals in research, teaching and testing throughout Canada. In Ontario, the use of animals is governed by the Animals for Research Act. Conestoga requires strict adherence to the policies, procedures and guidelines of the CCAC, the Animals for Research Act, and all federal, provincial and municipal laws on the use of animals.

At this time, Conestoga **does not engage** in research, consulting services, teaching or testing involving animals. Therefore, in accordance to CCAC guidelines, Conestoga does not have, or require, the establishment of an institutional animal care committee.

### **Additional Requirements**

1. Conestoga requires strict adherence to the policies, procedures and guidelines of the CCAC, the Animals for Research Act, and all federal, provincial and municipal laws on the use of animals.
2. No research, teaching or testing involving live animals may be undertaken by Conestoga staff members, Conestoga students, or visitors.
3. Appeals of the decision of the Executive Dean of Academic Administration (or designate) may be made in writing to the Research Board. Decision of the Research Board is final.

## Related Documents

- Policy on Applied Research
- Policy on Conflict of Interest in Research
- Policy on Research Integrity
- Policy on Intellectual Property
- Policy on Student Rights in Research
- Policy on Research Involving Animals
- Policy on Research Involving Chemical, Biological, or Radioactive Hazards
- Policy on Research in the Yukon, Northwest Territories, or Nunavut
- Policy on Confidentiality of Information in Research
- Policy on Financial Management of Research Projects
- Policy on the Protection of the Environment within Research
- Ethical Conduct in Research Involving Humans
- Procedure for Applied Research Activities
- Procedure for Reporting Concerns within Research

## Revision Log

<b>Version Number</b>	<b>Release Date</b>	<b>Notes</b>
<b>AR8 V2</b>	September 2014	Updated sections on definitions and process to properly reflect changes within applied research.
<b>AR8 V2</b>	September 24 2014	Academic Coordinating Committee -Approved
<b>AR8 V2</b>	September 15 2014	Policy and Procedure Committee - Approved
<b>NA</b>	August 2007	Previous version of this policy.
<b>NA</b>	November 2003	Initial release of policy.

## Acknowledgements

This policy has been developed based upon policies and documentation from the Tri-Council of Canada and previous Conestoga documents.