



PROCEDURE TO REQUEST ANIMALS FROM ARC

1. All animal-based research conducted in the HSC is expected to follow the international standards of ethics for animal experimentation. The use of animals requires an ethical evaluation process performed by the ARC Ethics Committee.
2. To obtain the ARC ethics committee approval, visit the ARC website and download the "**Ethics application form**" under the **Forms** tab in the ARC website.
3. Prepare the ethics application and include all the documents/attachments requested (Sections 1 to section 7 in the ethics form, page # 2, should be prepared according to the guidelines explained in the form). This information is crucial for the ethics committee to decide on your application. **Please note that a complete application should include all components typed and clearly explained. If a section is inadequately answered the application will be deemed incomplete and returned to the PI.**
4. Please be aware that the ARC capacity of animal supply is limited to a maximum of 100 mice/rats per year per project and 16 rabbits/guinea pigs per year per project. The number also depends on the strain, age and gender requested. This must be considered while planning your project and preparing your application to avoid rejection or delay.
5. Submit the completed and signed application **as a soft copy (pdf)** to the ARC, to arc.hsc@ku.edu.kw
6. Applications must be submitted to the Animal Ethics Committee **at least 40 days** prior to the animal request to allow sufficient time for review.
7. A letter will be issued from the Vice-dean research office stating the decision of the ethics committee on the submitted application.
8. After receiving the ethical approval letter, the principal investigator shall proceed to the animal request step. This is initiated by filling "the **Animal request form**" (under the **Forms** tab). The request form should be signed by the PI and submitted as a soft copy to the ARC, to arc.hsc@ku.edu.kw.
9. The staff in ARC will work on the request and inform the PI about the expected time for preparation and release of animals. In general, the breeding/release of animals depends on the following factors:
 - Species/strain type and gestation period
 - Age, weight, and number of animals requested
 - Male/female stock availability



10. If additional animals, beyond the approved number, are required for the completion of the project, a request for supplementary animals can be submitted. This request will be reviewed and decided upon by the ethical committee. The request should include:
- 1- A letter to the director of ARC with details of the additional animals requested (number/ species/ age/etc.).
 - 2- Justification and scientific/technical reasons supporting the need for additional animals.
 - 3- The full original application submitted and approved previously by the ethical committee (including the ethical approval form and the project details).