

Guidelines for the Establishment of Institutional Animal Care and Use Committee of Academia Sinica

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1. To coordinate the Institutional Animal Care and Use Committee at Academia Sinica (hereinafter referred to as "the AS"), and to assist in improving the quality of laboratory animals, ensure rational and humane use of animals, maintain research standards and the quality and efficiency of technical services and technical development regarding laboratory animals, these establishment Guidelines (hereinafter referred to as "these Guidelines ") are formulated based on the "Guidelines for the Care and Use of Laboratory Animals" of the Ministry of Agriculture.
2. The missions of the Institutional Animal Care and Use Committee of AS (hereinafter referred to as "the Committee") are as follows:
 - (a) Review scientific applications that propose to use laboratory animals and that will be conducted at AS.
 - (b) Provide scientific consultation and training programs related to the design and application of animal experiments of AS.
 - (c) Provide suggestions for the improvement of standard operating procedures for the management of laboratory animals and care facilities of AS.
 - (d) Ensure that the acquisition, raising and management of laboratory animals are in compliance with the regulations and the scientific use of laboratory animals are conducted as approved.
 - (e) Provide annual supervision reports on the scientific use of laboratory animals to the competent authority of the central government within three months after the end of the year, and to the competent authority of the directly-administered.
 - (f) Conduct internal audits every six months. The audit results shall be included as annexes to the annual supervision report and will be retained for a minimum of six years for reference. Audit items related to "software" include institutional policies and responsibilities, animal health and care, and animal husbandry management. Audit items related to "hardware" include animal feeding areas and supply zones, instruments and equipment, and facilities used for animal

surgery or experimentation.

- (g) When using primates, dogs, and cats for scientific applications, copies of the approved application forms for these animal experiments shall be included as annexes to the annual supervision report.
 - (h) Handle disputes concerning the violation of relevant laws and regulations on scientific use of laboratory animals by AS.
 - (i) Ensure that scientific applications by AS are in accordance with the guidelines of Institutional Animal Care and Use Committee by the competent authority of the central government.
3. The Committee shall consist of three or more internal research staff or research specialists of AS, including at least one veterinarian and at least one individual not employed by AS (Priority shall be given to individuals without a background in animal experimentation and who are not licensed veterinarians.) The Committee members are appointed by the President of AS. Committee members serve a term of two years, with one to two members being replaceable per term. Committee members may continue their term if reappointed. The list of committee members shall be submitted to the competent authority of the directly-administered municipality or county (city) for transmission to the competent authority of the central government for reference, and to the competent authority of the directly-administered municipality or county (city) where the animal facilities are located, and shall be notified in case of any changes.
4. The Committee shall have one convener responsible for coordinating the Committee's affairs. The convener, with two-year's term, is appointed by the President of AS from among the committee members. One of the Committee members will serve as the executive secretary, who will need to complete at least 12 hours of training in animal experimentation management designated by the central competent authority and receive a certificate stating successful completion. The executive secretary is responsible for integration, coordination and implementation of various tasks. The executive secretary will also serve as the liaison for the Committee, and assign personnel to retain records related to the implementation of the management system.
5. In principle, Committee meetings shall be convened at least twice a year, may convene ad hoc meetings as needed, and may invite relevant administrative authorities, researchers, and professionals to attend as non-voting delegates when necessary. The convenor of the Committee shall be responsible for convening meetings as a chairperson. A meeting shall be commenced only when more than half of the committee members are present. A resolution shall require consent from more than half of the members present.

6. When reviewing the scientific use of laboratory animals by a unit of AS, the Committee shall require the unit to submit an application in advance.

The application shall include the following information:

- Project title
- Principal investigator
- Species, breeds, and quantities of laboratory animals
- Experimental design
- Project duration
- List of personnel responsible for conducting animal experiments
- Explanation of the principles of replacement, reduction, and refinement of animal use, as stipulated in Article 15, Paragraph 1 of the Animal Protection Act
- Other relevant information

The application may proceed only upon review and approval by the Committee. Any subsequent changes to the approved content shall be subject to the same review and approval process.

When reviewing proposals, the Committee should give priority to recommending alternatives to the use of live animals.

Based on the degree to which the proposed scientific use may affect the animals physiologically, advice may be sought from one or more experts who are not affiliated with AS and who possess relevant expertise in scientific animal use or a background in laboratory animal welfare.

The Committee shall formulate an application form with reference to the format recommended by the Ministry of Agriculture and the input of its members. Applications shall, in principle, be submitted and reviewed via an online system.

7. If the Committee determines that the use of laboratory animals for scientific purposes by any unit of Academia Sinica violates the relevant provisions of these Guidelines, and such violation is not corrected within the prescribed time limit, the Committee may terminate the use of laboratory animals by that unit.
8. The review procedures for laboratory animal use permits are as follows:
- (a) For each application, a convenor shall designate one primary reviewer and one secondary reviewer from among the Committee members. The reviewers shall examine the application materials and provide written review comments. If revisions are required, the comments shall first be returned to the applicant for reference or response. If the proposed project involves Biosafety Level 3 (BSL-3) or higher procedures, two additional experts with relevant expertise shall be included in the review process, which shall follow the same procedure as above.

(b) If there is no dissent between the primary reviewer and the secondary reviewer, and no objections are raised by other committee members after notification via the internal website or email, the application shall be deemed approved.

Should any disagreement arise between the primary and secondary reviewers, the case shall be referred to the Committee for discussion and resolution.

In cases involving significant disputes, the principal investigator may be invited to attend the meeting to provide clarification and participate in the discussion.

(c) For approved cases, the Committee shall issue an approval letter via the online system for download.

9. Research institutes and centers (hereinafter referred to as "institutes and centers") equipped with laboratory animal facilities shall establish animal management committees (hereinafter referred to as "animal management committees"). Members of these animal management committees shall be appointed by the heads of the institutes or centers and shall include at least three personnel from the respective units, one of whom shall serve as Chairperson.

In the event of a vacancy, the successor shall serve the remainder of the original term.

The Chairperson shall be responsible for coordinating and overseeing affairs related to laboratory animals across the institutes and centers.

The animal management committees shall establish regulations and standard operating procedures for the management of laboratory animals for institutes and centers in accordance with the policies and implementation regulations formulated by the Committee.

The animal management committees shall hold meetings at least once a year, and may convene ad hoc meetings when necessary.

The regulations and standard operating procedures for the management of laboratory animals of institutes and centers, the list of members, and the decisions of the meetings shall be submitted to the Committee for reference.