1. **Connect with the ACC Office**
   - Reach out to the ACC Office early in the process (acc@uwo.ca) and as often as needed afterwards. We are here to help.
2. **Allow sufficient time for review and approval of your AUP.**
   - Submit the modification allowing sufficient time for review and approval before the work needs to commence.
     - Contact the ACC if you have a specific deadline.
     - Working with a different species, breeding stock maintenance, Level 3 studies, Level E category of invasiveness, and Pilot Studies require a separate AUP which will change review time.
   - Consider submitting personnel or funding modifications before other form updates to allow for faster initiation of training and the release of funds.
3. **Request Cayuse Dictionary Updates for AUP Form Completion**
   - If adding new personnel, agents, strains, drugs, or other database items, email aecpsystemadmin@uwo.ca to have them added to the picklists as soon as possible.
4. **Provide a complete Modification Reason.**
   - Include what you are changing and why in your Modification Reason.
     - **For example**, if adding animals, please ensure you mention animal increase and state your justification for the change.
5. **Update Lay Summary**
   - Changes to the lay summary are almost always required to update the work's purpose or details of what happens to the animals.
6. **Revise Experimental Timelines**
   - Check attached experimental timeline document(s) to see if they require updates.
     - It is helpful to reviewers to highlight new changes within the document.
     - Provide descriptive file names (e.g. Revised timelines to include Group F).
     - Remove any obsolete files when new files are attached.
7. **Update Procedures Narrative**
   - Make sure new experimental groups and changing procedures are clearly described in the Procedures Narrative.
     - Double-check that the Group Number assignment to procedures is still accurate with the proposed changes.
8. **Revise Animal Numbers**
   - Many modifications require updates to the animal number (e.g. new groups, new cohorts, new breeding lines).
     - On the Animal Numbers page:
       - Update the 4-year total under the applicable Category of Invasiveness by adding the new number to the existing total.
       - Write a note in the justification text box to include a justification for the addition of animals. **Example**: n of 10 x 2 agents x 2 repeats= 40 animals needed
     - On the Groups and Timelines Page:
       - Ensure your slide totals match the proposed changes on the animal numbers page.
9. **Edit Table Information**
   - If adding a drug, agent, personnel, strain (e.g., items contained in a table), you will very frequently need to edit the new addition.
     - Some examples include:
       - Experimental agents, to complete dose/route/volume and other questions,
       - Personnel, to include a contact number and select AUP-specific activities,
       - Veterinary drugs, to confirm that details of dose/route/volume are accurate.
10. **Review Procedural Consequences**
    - Consider if there are any changes to procedural consequences or morbidity/mortality rates associated with the added information.
      - If so, edits to the procedural consequences page and additional monitoring information should be provided.