1. **Connect with the ACC Office**
   - Reach out to the ACC Office early in the AUP Form completion process (acc@uwo.ca) and as often as needed afterwards. We are here to help you with form content development, Cayuse access, and guidance through the AUP Form review and approval process.

2. **Be clear with what you are planning to do in the AUP.**
   - Write your AUP with experiments that you know you are going to do. This will be easier and faster as you do not need to imagine what you might want to do.
   - It can be difficult to provide details of experiments that you think you might do in the future.

3. **Consider other institutional requirements and information that might be needed for AUP approval.**
   - Merit review of the proposed project – Scientific or Pedagogical, as applicable
   - Occupational health and safety requirements and approvals
   - Technical information from collaborators; Facility information; Logistics of animal movement; Hospital registration; Funding accounts titles and numbers

4. **Consistency through the AUP Form is important.**
   - Lay Summary, Groups & Timelines, Procedures, Procedural Consequences, Monitoring, and Animal Numbers sections need to align.

5. **Make use of templates and guidance documents on the ACC OWL Site.**
   - Monitoring templates
   - Standard Operating Procedures
   - AUP Focused FAQs

6. **Read and answer questions asked within the AUP form.**
   - There is guidance within the form to assist with its completion through information bubbles and links to external sites.

7. **Allow sufficient time for review and approval of your AUP.**
   - If a Full Renewal AUP, submit the replacement by the submission deadline (**at least 90 days** *before parent AUP expiry*)
   - If a New or Pilot AUP, connect with the ACC Office – AUPs must be submitted **no less than 6 weeks** *before the ACC meeting date.*

8. **Request Cayuse Dictionary Updates for AUP Form Completion**
   - Cayuse uses many drop-down lists… you may need to ask for information added to the system to allow you to "pick" it from lists. If any of the following are not available, email aecpsystemadmin@uwo.ca and request that the item that you need be added
     - Personnel
     - Experimental Agents
     - Veterinary Drugs
     - Strains
     - Housing and Use Locations
     - Funding sources

9. **Lay Summary**
   - This is the initial introduction to the work outlined in your AUP.
   - The Lay Summary needs to address three areas: Purpose, Benefit, and Experience of the Animal.
   - Write this section in plain, conversational manner… as you would explain it to a reporter for a news segment.
   - Please see our stand-alone guideline for Lay Summaries.

10. **Groups & Timelines**
    - A diagram that helps to demonstrate what procedures an animal will undergo and when the procedures take place, while they are on experiment.
    - Procedure names on the Groups & Timelines need to match what is used in the Procedures.
    - The use of ranges or maximums is acceptable; if the animal is undergoing the same series of procedures and the only changing variable is the experimental agent, this can be captured on a single timeline with a note indicating that either Agent A or Agent B will be given.
    - The ACC Office is willing to help with the creation of these documents.