

**Animal Research Ethics Board**

1280 Main Street West, HSC 1V12,

Hamilton, ON L8S 4K1

Phone: 289-221-1825

November 11, 2023

**AREB Policy for PIs and Authors of Animal Use Protocols in tick@lab Software**

The Animal Research Ethics Board (AREB) recognizes that Principal Investigators (PIs) and Authors have access to more private information with the shift to the tick@lab Animal Utilization Protocol (AUP) software from A-tune. In tick@lab, an Author is a person who can enter information in the AUP and has the same permissions as the PI. This policy is meant to outline the requirements associated with these permissions.

 Authors must:

* Keep any information within their PI’s AUP confidential.
* Only access information within tick@lab that is related to the AUP they are working under.
* Electronically sign off that they have read and understood this Policy.

PIs must:

* Follow the same requirements as Authors outlined above.
* Ensure those selected as Authors under their AUP are provided with a copy of this Policy, and sign off, prior to being granted Author status in tick@lab.
* Contact the Animal Ethics Coordinator to remove Author status for a member of the lab when it is no longer required.
* Report any breaches to this policy to the AREB Chair.