

Flowchart for submitting a new proposal to ECD

Step 1- Fill in the adequate document (which depends on the type of experiment)

- a. Breeding matrix
- b. In vivo experiment
- c. In vitro experiment

Importantly, people involved in the study should confirm their skills in performing the study by sending the adequate certificate to ethischecommissiedierenproeven@uhasselt.be (Felasa A, Felasa B or Felasa C)

If you doubt about power analysis, general statistics, pain score, SOP's, alternatives... do not hesitate to contact the ECD at ethischecommissiedierenproeven@uhasselt.be beforehand for those specific questions.

Step 2- Send the filled document(s) to the ECD at ethischecommissiedierenproeven@uhasselt.be, at latest one week before the ECD meeting

Step 3- One week before the meeting, you will receive an application number and an invitation to join the ECD meeting to further discuss your application

Step 4- If adjustments in your matrix are required by the ECD, send them back, clearly marked, to ethischecommissiedierenproeven@uhasselt.be, within 1 week

Step 5- The adjusted version of the matrix will be re-examined by the members of the ECD

Step 6- Decision on your matrix will be made within 40 days after the meeting. Researchers will be notified by mail with the approval confirmation and the last version of the matrix, when applicable. This latest version should be used for if further adjustments are needed.

Step 7- Application and official approval are entered in Tick@lab , in order to start the study

Flowchart for submitting an amendment or prolongation of an approved matrix

Step 1- Work on the latest version of the approved matrix.

Step 2- Fill in the intermediate evaluation, explaining why this matrix needs to be adjusted and adjust the matrix accordingly

Step 3- Send the document to ethischecommissiedierenproeven@uhasselt.be, at latest one week before the ECD meeting

Step 4- Adjustments will be discussed during the ECD meeting and potential comments/questions from the ECD will be sent by mail.

Step 5- As for new matrices, the adjusted matrix, taking into account comments/suggestions of the ECD should be sent back to ethischecommissiedierenproeven@uhasselt.be within 1 week after the ECD meeting.

6- Decision will be made within 40 days after the meeting and researchers will be notified by mail with approval confirmation and the latest version of the matrix, when applicable

Flowchart for submitting a retrospective analysis of an approved matrix

When a matrix is finished (at the time defined upon submission or earlier), submission of a retrospective analysis is mandatory

Step 1- Work on the latest version of the approved matrix

Step 2- Fill in the retrospective analysis document

Step 3- Send the complete document to ethischecommissiedierenproeven@uhasselt.be, at latest one week before the ECD meeting

Step 4- The retrospective analysis is evaluated during the ECD meeting

Step 5- In case the retrospective analysis is incomplete or unclear, the ECD will contact the researcher via mail for some clarifications or adjustments.

Step 6- Clarifications or adjustments of the retrospective analysis is sent back to the ECD via ethischecommissiedierenproeven@uhasselt.be, within 1 week after the ECD meeting

Step 7- Decision will be made within 40 days after the meeting and researchers will be notified by mail.