



PPL Application and Renewal Process

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Introduction

The Animals (Scientific Procedures) Act 1986 (ASPA) regulates procedures that are carried out on protected animals for scientific or educational purposes that may cause pain, suffering, distress, or lasting harm. The Act also regulates the breeding and supply of certain species of animals for use in regulated procedures and the methods used to kill protected animals.

Purpose

The purpose of this Standard Operating Procedure (SOP) is to detail the process for the initial application and renewal of Project Licences at the University of Sussex. The PI must have a Project Licence (PPL) to conduct research involving animals under Home Office (ASPA) legislation.

Abbreviations

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| PPL | Personal Project License |
| ASPA | Animals (Scientific Procedures) Act 1986 |
| ASPeL | Animals in Science Procedures e-Licensing |
| AWERB | Animal Welfare and Ethical Review Body |
| ARG | Application Review Group |
| HOLC | Home Office Liaison Contact |
| PI | Principle Investigator |
| NACWO | Named Animal Care and Welfare Officer |
| NVS | Named Veterinary Surgeon |

Process for applying for a PPL license

- The PI should first contact the Home Office Liaison contact (HOLC) to begin their online application using the Animals in Science Procedures e-Licensing (ASPeL) system.

- The PI should develop their PPL application with the NVS and NACWO prior to submitting the application to the ARG for ethical review.
- Once the application is ready for consideration for ethical review, it will be circulated by the Secretary to the AWERB to the ARG for review. The application will be reviewed by two targeted reviewers from the ARG, plus a Lay Member, the NACWO, and NTCO. Reviewers will consider the following:
 - Whether the project has adequate funding (internal or external).
 - Whether the PI has received adequate training to complete the project.
 - Whether the PI is familiar with the [Guidance Notes for Project License Applications](#).
 - Whether the 3Rs have been fully considered.
 - Whether all questions have been answered appropriately.
- The PI will be invited to attend an ARG meeting 2-4 weeks following submission to the ARG to discuss their PPL application and any concerns or queries. The PI will be expected to give a presentation of their PPL during this meeting. The 'New PPL' PowerPoint template, which will be provided by the Secretary to the AWERB, should be used for this presentation. The completed template should be emailed to the Chair of ARG two weeks before the meeting, to allow sufficient time for review.
- The PI may need to edit the application based on comments and suggestions from ARG. The new application should be circulated to ARG members via email for approval.
- Once ARG have approved the application, the HOLC will submit it to the Home Office.
- The PPL holder must adhere to the [standard conditions](#) specified by the Home Office throughout the project.

Mid-term and retrospective reviews

- The PPL holder is expected to complete a mid-term review around 2.5 years into the project. The PPL holder will present the review to AWERB and should address the following:
 - Whether the objectives are being achieved.
 - How the 3Rs (Replacement, Refinement, and Reduction) are being applied.
 - Whether any adverse events have been experienced and whether any learning points had resulted to the project being amended at that stage.
- The PPL holder is also expected to provide AWERB with a retrospective review at the end of the project to present what they have achieved.
- PPL licenses are active for a maximum of 5 years. The PI will receive an email notification one year before the PPL expiration date and The Home Office Liaison Contact and the Establishment License Holder will be copied into the email.