分頁	計畫書內容	對應審查項目	計畫撰寫應注意事項
人員與計畫資料	負責進行動物實驗之相關人員資料	【人員與計畫資料】執行動物實驗者應具備之動物實驗資格	● 以資料如「動物中心說明會或其它文件」，因所提供之資料無法證明具有操作動物實驗之能力。 ● 所提供之佐證資料需與操作之實驗動物相符，例如申請實驗兔應有相關訓練資料。 ● 佐證資料為超過3年以上之資料，應建議定期回訓，以提升動物精緻化。 ● 檢附計畫主持人聲明書，應記載實驗人員訓練歷程，及可執行之動物實驗操作技術，並請配合落實相關人員訓練，至少每3年參與相關訓練一次。
實驗內容	研究目的	【實驗內容】清楚說明實驗內容，並提供須進行動物實驗之依據(法源或參考文獻)	● 內容請勿過於簡略，研究目的與所由請之主題難以呼應，無法了解研究之效益為何。 ● 動物實驗計畫申請之研究目的，需導入「非科學化語言」之使用，以期待使一般大眾容易理解實際價值與應用，請各位研究人員協助配合。
	法源依據		● 勾選「政府法源」應節錄相對應之內容，使審查實驗內容有效評估。 ● 基礎或創新研究以參考文獻作為依據
動物實驗	預期達到何種實驗目的時結束實驗(症狀達到何種程度/操作後經過多久時間，可結束實驗處置動物	【動物實驗3】實驗動物安樂死方式、實驗結束後動物處理方法符合規定	● 實驗期程應註明。 ● 「實驗終止點」應有實驗執行期，及訂定執行後預期可以達到實驗成果之指標。 ● 未能達到實驗可預期成果，且可能造成動物痛苦，應設下「人道終止點」。
	動物出現何種異常與痛苦症狀時提前人道終止實驗		● 僅勾選獸醫師意見(人道因素)應於「其它說明欄註明所操作之動物實驗，不會造成動物痛苦」。但如於其它審查欄位得知該實驗操作，含有存活手術，應要求設下實驗終止點。 ● 實驗中涉「腫瘤操作」，應於說明欄註明人道終止點。
實驗設計	實驗分組 (實驗設計)	【動物實驗2】清楚說明實驗內容、實驗終點與提前中止實驗之時機與方式	● 實驗設計是先選定好「動物別及品系」進行設計，例如實驗設計內容中含有C57BL/6及BLAB/c之分組，將造成系統只顯示「單一品系」，將影響日後動物入室。 ● 實驗分組過於簡略，無法判斷實驗內容。且無法由其它題組了解分組之依據。 ● 每組隻數(含)/超過10隻，卻無統計之參考標準。或未解釋使用該數量隻數之原因。 ● 動物因手術或實驗成功率，而增加隻數。應以數據呈現，以評估合理性。 ● 動物隻數可提供統計之參考標準，例如以*Gpower，或是相關文獻參考、模式動物建置成功率。
	實驗物質之投予、採樣方法及頻率		● 完整、簡明扼要描素研究中要採用的所有動物操作步驟 ● 實驗物質之投予應註明「投予方式、頻率」，及標示「劑量與濃度單位」，如體重劑量 (如 mg/kg/日) 和濃度 (如 ppm)。 ● 建立模式動物或以手術方式進行應說明其過程(含建置時間)，並留意動物健康變化是否勾選相對應之欄位。 ● 採血(部位、頻率、血量、方法) ● 採樣方式含有採血或收集尿液，應註明採集時機及頻率，採血需符合動物採血量及恢復。
	保定、禁食、禁水、限制行動(如代謝籠、跑步機、行為實驗)的方法及時間		● 所有動物實驗操作至少包含「保定」：徒手保定、化學保定、或使用保定架應載明及其時間。 ● 如採樣方式涉行為儀器或是實驗儀器照影，應註明動物進行儀器時間點。 ● 使用非標準化飼養：代謝籠、光週期的變化、特殊飲食、藥用水、食物或液體調節及其其特殊研究需求，應載明使用方法、時間及頻率。 如以「本實驗動物計畫並無保定、禁水、限制行動的實驗設計。」回覆，請確認實驗操作過程未涉汲徒手保定、管餵、或化學保定等行為。
	操作有無涉及含感染性、致癌性、放射線及化學危險等物質(包括細胞株、藥物、植入物、待測試物質...等		● 已知具有毒性物質，請提供監測參數和詳細資訊 ● 實驗內容涉有細胞株，卻未載明，且未上傳資料。應提供細胞株資訊，以確認生安資訊。 ● 所用之藥物如為商用藥物，應提供仿單資訊。如為管制藥品，應檢附管制藥品藥證。 ● 對於待測試物，涉汲商業機密或是技術know-how，可不載明其關鍵內容，但應於欄位中「聲明所測之物質，在經手測試樣品的相關人員，了解潛在風險並採取必要的防護措施，未來外稽查核時，如有動保疑慮，願配合到場說明，以釐清該動物實驗操作物質，符合相關法規規範。」
	安樂死		● 選用之安樂死方法之「其它：說明」選項，應補充說明 ● 選用管制藥品安樂死方法，應上傳藥證。
動物健康變化與疼痛分級	本實驗可能造成的動物疼痛、緊迫及臨床症狀，經評估後屬於以下:	【動物健康變化與疼痛分級1】選用合適之麻醉藥物及說明使用時機與方式(管制藥品須附上合格藥証) 【動物健康變化與疼痛分級2】清楚說明術後照護及疼痛處理之時機與方式	勾選「Category C淺表植入腫瘤，應給止痛藥說明、或是提供不使用止痛藥之依據」、 勾選「Category D，一定要有止痛藥說明」 審查委員將依所申請實驗申請內容，判斷是否勾選相對應之Category。
	麻醉(鎮靜)方法、劑量、投藥、手術方式與麻醉(手術)後的照護		● 請留意是否漏填，實驗申請內容中提及之麻醉劑。 ● 手術方式包括使用無菌技術、麻醉與止痛’ 切口部位、手術持續時間、手術期間的支援措施(液體、通氣)以及手術期間和手術恢復期間的監測參數(例如：深深度、生命徵狀、血氧和度)等資訊。 ● 術後照護包動物恢復環境、措供止痛劑或其它藥物、疼痛和痛苦的參數、術後併發的管理、拆線以及在疼痛或痛苦未緩解時的人道終點。
	如何使動物之緊迫或疼痛降至最低		請依據勾選動物疼痛等級Category ，提供相對應之疼痛處理方式，或提供止痛劑。 如不使用止痛藥應說明清楚，並提供相關文獻作為參考。
3R說明及聲明	已考慮並要求執行適當減輕動物痛苦的方式	【3R說明及聲明】整體實驗設計符合3Rs原則(取代、減量、精緻化)	● 勾選「麻醉劑，在「**動物健康變化與疼痛分級**」應有麻醉劑說明」、 ● 勾選「止痛劑，在「**動物健康變化與疼痛分級**」應有止痛劑說明」 ● 勾選「設定人道安樂死時機」，在「**動物出現何種異常與痛苦症狀時提前人道中止實驗**」**欄位**應說明」

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Personnel and project data	an Animal testers-evidence of uploading qualification (only PDF files accepted)	Required Competence and Training for Animal Experimentation Personnel	● Documents such as "Animal Center Briefing or Other Files" cannot sufficiently demonstrate the ability to perform animal experiments. ● The supporting documents provided must correspond to the species of laboratory animals involved. For example, applicants who intend to conduct experiments on rabbits should provide relevant training records. ● If the supporting documents are more than three years old, a refresher training is recommended to enhance refinement in animal experimentation. ● The Principal Investigator Declaration should include the training history of all experimental personnel and the specific animal experiment techniques they are qualified to perform. Please ensure compliance with personnel training requirements, with participation in relevant training at least once every three years.
Animal testing	Briefly describe the research objectives	(Animal testing process) The experimental process must be clearly outlined, and the references used in designing the experiment must be provided (legal sources or referenced studies).	● The content must not be overly brief. The research objectives do not adequately align with the proposed subject matter, making it difficult to ascertain the potential benefits or significance of the study. ● Furthermore, the research objectives in the Animal Experimentation Protocol must incorporate "non-scientific language." This is required to make the practical value and application easily comprehensible to the general public. We kindly request the cooperation of all researchers in fulfilling this requirement.。
	Legal references		● When checking the box for "Government Legal Basis," the corresponding content must be excerpted (or must be provided in full) to allow for an effective evaluation of the experimental details during the review process. ● Basic or innovative research must be substantiated by referencing relevant literature.
animal testing design	Please specify the goals expected to be achieved before the testing period ends (i.e., the involved laboratory animals should be terminated when a certain degree of desired symptoms has developed or when a certain duration of operations has been reached; please provide the expected end point for the animal testing)	(Animal testing) The euthanization and disposal of experimental animals after the experiment must conform to regulations	● 1. The Experimental Duration (or Timeline) must be clearly specified ● 2. The "Experimental Endpoint" must include the full experimental period and define the objective criteria (indicators) for the anticipated successful research outcome. ● 3. A "Humane Endpoint" must be established for scenarios where the anticipated experimental results are not achieved and there is a likelihood of causing animal pain or distress.
	What irregular and painful symptoms should be observed in animals before the test is terminated early and humanely & description		● If only the "Veterinarian's Opinion (Humane Factors)" box is checked, the researcher must note in the "Other Remarks" section that the animal procedures involved will not cause animal suffering. However, if other review sections indicate that the experiment involves a survival surgery, the establishment of an Experimental Endpoint must be required. ● For experiments involving "Tumor Procedures," the Humane Endpoint must be clearly specified in the remarks section.

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animal testing process	Animal grouping(animal testing design)	(Animal testing) Clearly explain the endpoint of the experiment and when and how the experiment would be prematurely aborted. (Animal testing) The euthanization and disposal of experimental animals after the experiment must conform to regulations	• 1. Animal Strain Selection and System Limitations The experimental design is based on the pre-selection of the animal species and strain. If the design content includes multiple strain groups, such as C57BL/6 and BALB/c, the current system may only register a single strain, which will subsequently impact animal room access procedures. • 2. Grouping and Experimental Design Clarity The experimental grouping is overly simplistic, making it impossible to ascertain the experimental content. Furthermore, the rationale for the grouping cannot be determined from other sections of the proposal. • 3. Statistical Justification for Animal Numbers If the number of animals per group is≥ 10 (or exceeds 10), but no statistical reference standard is provided, or the rationale for using that specific number is not explained, the number is not justified. • 4. Justification for Increased Animal Numbers Any increase in animal numbers due to surgical complexity or anticipated experimental failure rate must be justified with supporting data for a proper assessment of reasonableness. • 5. Statistical Reference Standards Statistical justification for the animal numbers must be provided, for example, through power analysis (e.g., using G*Power) or by referencing relevant literature, or based on the established success rate of the animal model.
	Administration dose of tested substances, sampling method, and sampling frequency		• Provide a complete, concise, and summary description of all animal handling and experimental procedures to be employed in the study. • For the administration of experimental substances, the following must be specified : Method of administration (e.g., oral gavage, intraperitoneal injection).Frequency of administration. Dosage and concentration units must be clearly labeled, such as body weight dose (e.g., mg/kg/day) and concentration (e.g., ppm). • If establishing an animal model or performing surgery, the entire process must be described, including the duration of establishment. Furthermore, ensure that the corresponding box is checked regarding monitoring for changes in animal health • For sample collection involving blood or urine, the timing and frequency of collection must be noted. Specifically for blood collection : Specify the site of collection (e.g., tail vein, retro-orbital sinus).Specify the frequency . Specify the volume (blood amount).Specify the method . Blood collection must adhere to the maximum allowable volume and recovery requirements for the animals involved.
	Methods and duration of animal restraint, food and water fasting, and limiting animal mobility (metabolic cage, treadmills, and behavioral experiments)		• 1. (Animal Restraint)All animal procedures must, at a minimum, include "Restraint." This includes manual handling, chemical restraint, or the use of restraint devices (e.g., restraint tubes). The method and the duration of restraint must be clearly documented • 2. (Instrumental Procedures/Imaging)If the sampling method involves behavioral instruments or experimental imaging devices, the time points at which the animal undergoes the instrumental procedure must be noted. • 3. (Non-Standardized Housing and Care)For the use of non-standardized housing or husbandry, such as metabolic cages, changes in photoperiod, special diets, medicated water, or food/fluid regulation, including any other special research requirements, the method of use, duration, and frequency must be clearly documented • 4. (Confirmation of Procedures)If the response states: "This animal protocol does not involve any experimental design for restraint, water deprivation, or restriction of movement," the investigator must confirm that the entire experimental process does not involve actions such as manual restraint, tube feeding (gavage), or chemical restraint.
	Are any infectious, carcinogenic, radioactive, or hazardous chemical substances involved in the animal testing operations (e.g., cell lines, medicines, implants, and substances under testing)		• 1. (Monitoring of Toxic Substances)For substances known to be toxic, the monitoring parameters and detailed information must be provided. • 2. (Cell Line Information)The experiment involves the use of cell lines, but this has not been documented, nor have the required data been uploaded. Cell line information must be provided to confirm biosafety information. • 3. (Pharmaceuticals and Controlled Drugs)If the drugs used are commercially available pharmaceuticals, the prescribing information (package insert) must be provided. If they are controlled substances, the necessary controlled drug certificate (license) must be attached. • 4. (Statement on Proprietary Test Articles)For test articles involving commercial secrets or technical know-how, the key confidential content may be withheld. However, a statement must be included in the designated field declaring that : " The personnel involved in handling the test samples understand the potential risks and have taken the necessary protective measures. In the event of future external audit or inspection where animal welfare concerns arise, we commit to being present to provide clarification, ensuring the substance and the animal experimental procedures comply with all relevant regulations."
	euthanasia methods & description & Euthanasia controlled drug certificate		• When the "Other: Description" option is selected for the chosen method of euthanasia, supplementary details must be provided. • If a controlled substance is selected as the method for euthanasia, the drug certificate (license) must be uploaded.

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Changes to animal health and pain levels	After evaluation, the possible occurrences of pain, stress, and clinical symptoms in animals during the testing period are determined to be as follow	(Changes to animal health and pain levels) Select the anesthetic that will be used and detail when and how the anesthetics will be administered (if controlled drugs are used, applicants must attach the drug certificate).	• If "Category C (Superficial Tumor Implantation)" is checked, a detailed explanation of analgesic administration must be provided, or a justification for withholding analgesics must be submitted. • If "Category D" is checked, the explanation for analgesic administration is mandatory. • The reviewing committee will determine whether to check the corresponding Category based on the content of the experiment proposed in the application.
	Sedation (tranquilization) methods, doses, drug administration, surgery types, and postsedation (postsurgery) care		• 1. (Anesthetic Documentation)Please ensure all anesthetic agents mentioned in the experimental application content have been fully documented. • 2. (Surgical Procedures Requirements)The surgical methodology must include detailed information on the following : The use of aseptic technique . Anesthesia and analgesia protocols . Incision site. Duration of the surgery . Support measures during surgery (e.g., fluid therapy, ventilation).Monitoring parameters during surgery and recovery (e.g., depth of anesthesia, vital signs, pulse oximetry/ SpO_2). • 3 (Post-Operative Care Details)Post-operative care must include the following details : Animal recovery environment. Administration of analgesics or other medications . Parameters for monitoring pain and distress . Management of post-operative complications . Suture removal procedures . Humane endpoint criteria for cases where pain or distress is unrelieved.
	Management of animal pain: Please specify how you will minimize animal stress and pain according to the levels of pain and experimental objectives		• Based on the checked Animal Pain Category, corresponding pain management methods must be provided, or specific analgesics must be administered . • If analgesics are not used, a clear explanation must be provided, supported by relevant literature as justification.
Descriptions and declaration of the 3Rs	Principles of the 3Rs- The necessary measures for the appropriate Refinement (i.e., mitigation of animal suffering/distress) have been considered and mandated for implementation.	(Descriptions and declaration of the 3Rs) The overall design of the experiment must conform to the 3Rs (replacement, reduction, and refinement).)	• 1. (Anesthetic Documentation)If "Anesthetic Agent" is checked, the details regarding the anesthetic must be documented under the "Changes in Animal Health and Pain Categorization" section. • 2. (Analgesic Documentation)If "Analgesic Agent" is checked, the details regarding the analgesic must be documented under the "Changes in Animal Health and Pain Categorization" section. • 3. (Timing of Humane Euthanasia)If "Establish Timing for Humane Euthanasia" is checked, the criteria must be specified in the field titled "Which Abnormal/Distress Symptoms Will Lead to Premature Humane Termination of the Experiment."