

ANIMAL HOUSING APPLICATION FORM				
SECTION A: APPLICANT INFORMATION				
Applicant's Name :				
Level of Study (Undergraduate/Master/PhD/Others) :				
Department/Faculty :				
Tel:		Mobile:		Email:
SECTION B: SUPERVISOR/PRINCIPAL INVESTIGATOR'S INFORMATION				
Supervisor/Principal Investigator's Name :				
Academic Title :				
Department/Faculty :				
Tel:		Mobile:		Email:
SECTION C: CO-INVESTIGATOR(S)/RESEARCH ASSISTANTS' INFORMATION				
Name	Department	Position Title (Academic Staff/Technical Staff/Student)	Email	Tel/Mobile
SECTION C: PROJECT INFORMATION				
Title of Project :				
FOM IACUC No. * :				
<i>FOM IACUC = Faculty of Medicine Institutional Animal Care and Use Committee</i> <i>*Please attach a copy of Animal Use Protocol and the proof of ethics approval</i>				
Research Duration : Start Date :			End Date :	

SECTION D: BILLING INFORMATION

- ☐ Grant No. : _____
- ☐ Debit Card / FPX using UM E-Pay system (<https://epay.um.edu.my/>)
- ☐ Payment using bank transfer/cheque
- ☐ Advanced payment (Parked money at Animal Experimental Unit, FOM, UM.)

SECTION E: ANIMAL SPECIES/STRAINS REQUIRED

Species (Rat/Mice/Rabbit)	Strain	Weight/Age	Gender	Quantity	Housing (Building, Floor Level & Room #)	Source of animals

Please specify method of transportation:

Describe special handling/feed/watering/housing requirements :

SECTION F: ANIMAL EXPERIMENTAL UNIT (AEU) TERMS AND CONDITIONS

AEU Terms and Conditions - Request for Animal Housing Services

I understand that this is a binding agreement, and that any failure on my part to comply with the Terms and Conditions stated herein may result in a delay or cancellation of the [Housing Services](#) provided by the Animal Experimental Unit (AEU), Faculty of Medicine, Universiti Malaya. All cancellations **MUST** be submitted in writing, either by formal letter or email, to the Head of the Animal Experimental Unit or the designated AEU staff.

A. Booking & Cancellation

- i. Booking of facilities must be made at least [two \(2\) weeks in advance](#). The Animal Housing Application Form must be downloaded, completed, and submitted to the AEU Administration for approval.
- ii. If you are not present and working within [fifteen \(15\) minutes](#) of your scheduled time, AEU will consider the booking as cancelled.
- iii. AEU must be notified immediately of any cancellation. Timely notice should be given to allow the rescheduling of other researchers.
- iv. All cancellations MUST be submitted in writing, either by formal letter or email, to the Head of the Animal Experimental Unit or the designated AEU staff.

B. Facility Usage

- i. Book only the required time needed for the procedure rooms. Please be considerate, as there are many researchers but the available space is limited.
- ii. Users are responsible for adhering to the approved schedule and must vacate the rooms promptly after their session.

C. Operating Hours & Access

- i. The official working hours of AEU are from **8.30 a.m. to 5.30 p.m. (Monday to Friday)**.
- ii. After working hours, the main entrance of AEU will be locked and inaccessible to users. Only registered users with the AEU access system are permitted to enter.
- iii. Researchers intending to work beyond office hours must notify the AEU Administration of their arrival and departure times.

D. Animal Housing & Care

- i. The agistment cost of animals is charged on a per cage, per day basis.
- ii. Users must refer to the Minimum Space Recommendation for Rodents according to the specific cage type
- iii. Any request for additional cages or reduction in the number of cages must be informed to the AEU staff.
- iv. All animals procured from external sources are subject to a mandatory two (2) weeks quarantine and acclimatization period. Users must select start and end dates that include this period in their housing application. Housing fees will be applied during the quarantine period.

E. Access, Conduct & Liability

- i. Only associate investigator(s) named in the application form are permitted to access AEU and conduct animal experiments.
- ii. Users must comply with all AEU facility security and access policies.
- iii. Users must strictly adhere to all Standard Operating Procedures (SOPs) of AEU.
- iv. Users are responsible for maintaining the cleanliness of procedure rooms during and after the completion of experiments.
- v. AEU will not provide refunds in the event of unexpected natural or man-made disasters. Although AEU has back-up power supply, the unit is not responsible for any unforeseen circumstances such as prolonged power shortages or system failures that may result in the death of experimental animals.

SECTION G: DECLARATION & ACKNOWLEDGEMENT

- a. I have read and understood the Terms and Conditions of AEU and hereby agree to abide by them. I acknowledge that failure to do so may result in restricted access to AEU facilities.
- b. I assume full responsibility for compliance with the policies of AEU and the Faculty of Medicine Institutional Animal Care and Use Committee (FOM IACUC), as applicable, for any work carried out under this protocol.
- c. I understand that no work may commence without prior approval from the FOM IACUC.
- d. I understand that it is my responsibility to monitor the actual monthly housing and other charges. Failure to comply with the stipulated requirements may result in restricted access to animals until a valid funding source is provided to AEU.

By signing below, I confirm that I have read, understood, and agreed to abide by all Terms and Conditions of the Animal Experimental Unit (AEU), Faculty of Medicine, Universiti Malaya, as stated above.

Signature of Purchaser:

Signature & stamp of Supervisor (if applicable):

Name:

Date:

Name:

Date:

~ By completing and submitting this Animal Request Form, you acknowledge that you have read, understood, and agreed to comply with the Terms and Conditions of the Animal Experimental Unit (AEU) ~

For Office Use Only (Animal Experimental Unit, Faculty of Medicine, Universiti Malaya)

Form received by:

Approved by:

Officer

Animal Experimental Unit
Faculty of Medicine

Official stamp:

Date:

Head / Deputy Head

Animal Experimental Unit
Faculty of Medicine

Official stamp:

Date: