

October 29, 2025

To: Heads of All Departments

From: Takuya Sasaki,
Chairperson of Animal Experimentation Committee

Submission Deadlines for Animal Experimentation Protocols and Educational Training Plans

Thank you for your continued cooperation in ensuring the proper conduct of animal experiments.

As in previous years, the period around the end of the fiscal year sees an increase in the number of submissions for updates and changes to animal experimentation protocols and educational training plans (hereafter referred to as “protocols”). To facilitate a smooth review by the Animal Experimentation Committee, we have set the following submission deadlines for protocols intended to begin experiments between February and April 2026. We kindly ask each department to disseminate this information accordingly.

When preparing your protocols, please be sure to refer to the notes below and the attached manual, and submit via the web-based application and approval system. Please note that experiments cannot be conducted if the protocol has expired. If you plan to continue experiments beyond the maximum six-year validity period, please submit a new application well in advance.

Protocol Submission Deadlines

First Deadline: Tuesday, November 25, 2025
Applicable to: ● New applications for experiments starting in February 2026 ● New applications including Category C or D procedures starting in March or April 2026 ● Renewals expiring in March 2026 that include Category C or D procedures ● New applications due to expiration in March 2026 that include Category C or D procedures
Second Deadline: Tuesday, January 13, 2026
Applicable to: ● New applications including only Category A or B procedures starting in March or April 2026 ● Renewals expiring in March 2026 that include only Category A or B procedures ● New applications due to expiration in March 2026 that include only Category A or B procedures

Additional Notes

- Applications will be reviewed in the order received. Regardless of category, processing may take longer than usual during this period, so please submit well in advance.
- For new applications planning to start experiments after April 2026, please set the start date to April 1, 2026 or later, and the end date to March 31, 2029 or earlier.
- Protocols involving Category C or D procedures may require a hearing. Even if submitted as Category B, a hearing may be required if deemed to fall under Category C or higher.
- Incomplete or incorrect entries will be returned for correction. Please respond promptly. Hearing reviews will be scheduled from January to March for protocols with complete content.
- Results of renewal applications are expected to be notified sequentially by the end of March 2026.
- If approval is not obtained by the deadline due to late submission or delayed corrections, experiments cannot be conducted from April 1, 2026. Retroactive approvals will not be granted.
- Even previously approved protocols may require revisions, submission of response documents, or resubmission based on the latest standards..

Important Notes for Protocol and Training Plan Applications

- Protocols with approval numbers starting with “2020” have reached the end of their validity and cannot be extended. If experiments are to continue, a new application must be submitted (existing protocols can be duplicated for new applications).
- Please change the experiment start date to April 1, 2026 or later, and the end date to March 31, 2029 or earlier. Changes to experimental content are allowed, but note that the approval date for new protocols must be April 1, 2026.
- If you wish to start experiments within FY2025 and the protocol includes changes, do not change the start date. Instead, retain the “President’s Approval Date” or specify the desired start date. The end date should be changed to March 31, 2028 or earlier.
※ Approval by the desired start date is not guaranteed.
- If the experimenter’s status has changed and the Tohoku University ID has been updated, please use the “ID Transfer Application” menu in the system to complete the procedure.
- Educational training materials (Japanese version) were updated in October 2025. Those who completed training before September 2025 and continue to engage in animal experiments after April 2026 must retake the training. Please apply via the Center’s website.
- Members of the Schools of Medicine, Dentistry, IDAC, and ToMMo must complete retraining by March 31, 2026.
- Others must complete retraining by March 31, 2027.
- English version materials are currently under preparation. Please check the website for details.

Other Year-End Procedures

- If the principal investigator loses qualification due to transfer or retirement but the experiment is to continue, please complete the procedure to change the principal investigator before the transfer.
- If the experiment is to end, please submit a termination report.
- If the Tohoku University ID becomes invalid due to transfer outside the university or retirement, access to the web-based application and approval system will be lost. Please ensure all procedures are completed without omission.

Contact Information

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