

Route for a project licence application

Principal Investigator (PI)

Contact the AWB (info@ivd-Utrecht.nl) and request the pre-filled CCD forms. Avoid using old versions. If desired, request a preliminary meeting with the AWB.

Read the [guidelines](#) (in Dutch) for using the forms and the [guide to experiment design and statistics](#)

Submit your application via the DEC-website (www.dec-utrecht.nl)

Adjust the application and **submit it** to the AWB via the [DEC-website](#).

You will receive questions from the DEC within 5 working days after the meeting. If desired, you can ask the AWB for advice before sending the answers to the DEC via the [DEC-website](#).

The CCD can ask questions too. Send your modified application plus answers in a cover letter on letterhead from your licence holder to the AWB.

In case of a **negative decision**, you must contact the AWB to analyse the project licence application and discuss the next steps to be taken.

When requesting a project licence from the CCD, you must include the following documents:

- 1) **Application for animal experiment project licence (only in Dutch: aanvraagformulier)**
- 2) **Non-technical summary (NTS)**
- 3) **Project proposal**
- 4) **Appendix(es) describing the animal experiments**

The application is submitted by the principal investigator (PI, Art. 9 qualified and registered with AWB). After consultation with the AWB, the institutional licence holder formally submits the application to the CCD.

The AWB pays the fees in advance and sends an invoice to your research group.

Processing

The AWB will review the application and makes an **appointment** with you to discuss the details.

Once the AWB approves the application, it will be sent to the DEC and the CCD. From this point, the CCD will come to a decision withing 40 working days, excluding the response time after questions.

The DEC sends her advice and the amended documents to the CCD.

The AWB will send your documents to the CCD.

The CCD comes to a decision and shares it with all involved.

In case of a **positive decision**, you contact the AWB about [submitting the work protocols](#). The AWB will contact you about public disclosure of your project.