

Observational Field Research Form

This form is to be used for observational research only, where no direct animal interaction is involved (handling, trapping, spotlighting or environmental enrichment, etc.), otherwise an Animal Ethics Application will be required.

**If you are unable to use the tick boxes on this template, please delete the option/s which do not apply.**

# Section 1: Overview

|  |  |
| --- | --- |
| **1.1.** Project Title: |  |
| **1.2.** ACEC Number (office use): |  |
| **1.3.** Proposed Start Date: |  |
| **1.4.** Proposed Finish Date\*: |  |

\*Total duration must not exceed 3 years

# Section 2: Research Team Details

**2.1.** Chief Investigator Details:

|  |  |
| --- | --- |
| 2.1.1. Title: |  |
| 2.1.2. First Name: |  |
| 2.1.3. Last Name: |  |
| 2.1.4. Western Staff ID: |  |
| 2.1.5. Western School/Institute: |  |
| 2.1.6. Work Phone: |  |
| 2.1.7. After Hours Phone: |  |
| 2.1.8. E-mail address: |  |

**2.2.** Student Details:

|  |  |
| --- | --- |
| 2.2.1. Title: |  |
| 2.2.2. First Name: |  |
| 2.2.3. Last Name: |  |
| 2.2.4. Western Student ID: |  |
| 2.2.5. Western School/Institute: |  |
| 2.2.6. Work Phone: |  |
| 2.2.7. After Hours Phone: |  |
| 2.2.8. E-mail address: |  |

# Section 3: Administration

**3.1.**

|  |  |
| --- | --- |
| Is this a new project?  | [ ]  Yes (continue to 3.2.)[ ]  No (complete 3.1.1.) |

 3.1.1. If No, Is this a:

|  |  |
| --- | --- |
| Repeat of a previously conducted project? | [ ]  Yes [ ]  No |
| Continuation of an expired project? | [ ]  Yes [ ]  No |
| Continuation of an existing project that has been significantly revised? | [ ]  Yes [ ]  No |

 3.1.2. If Yes to any of 3.1.1., explain why and provide details for the table below.

|  |  |
| --- | --- |
| Previous ACEC number: |  |
| Previous Project title: |  |
| Reason(s) for applying for new approval: |  |

|  |  |
| --- | --- |
| **Species used** | **Total number of animals used previously** |
|  |  |
|  |  |
|  |  |

**3.2.**

|  |  |
| --- | --- |
| Has this project been previously declined by the Western ACEC or another committee? | [ ]  Yes (complete 3.2.1)[ ]  No (continue to 3.3.) |

 3.2.1. If Yes, please provide a justification for this resubmission

|  |
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|  |

**3.3.**

|  |  |
| --- | --- |
| Have any of the people participating in this project had an Animal Research Authority (ARA) or Animal Suppliers’ Licence cancelled? | [ ]  Yes (complete 3.3.1.)[ ]  No (continue to 3.4.) |

 3.3.1. Provide the details for each person:

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Date of ARA or licence cancellation: |  |
| Reason for cancellation: |  |

**3.4.**

|  |  |
| --- | --- |
| Will externally sourced funding be associated with this project? | [ ]  Yes (complete 3.4.1.)[ ]  No (continue to 3.5.) |

 3.4.1. Provide the details (Refer to the [Researcher Portal](https://research-report.uws.edu.au/wpubs/portal.requery_asp))

|  |  |
| --- | --- |
| Funding Body Name: |  |
| Investigators: |  |
| Western Sydney University Grant Identifier (e.g. **P**01234567): |  |

# Section 4: Description of Proposed Study

**4.1.** Why is this research being carried out?

 Summarise the background of the project and outline the project aims or teaching objectives.

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**4.2.** Outline how this research is being carried out:

 Describe the procedures to be used to address the objectives of the project.

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**4.3.** Purpose, Procedure and Species Details

A new row is required for each combination of Purpose and Species category.

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose** | **Procedure** | **Species**  | **Estimated Total Number of Animals**# |
| Choose an item. | P1 – Observation involving minor interference | Choose an item. |  |
| Choose an item. | P1 – Observation involving minor interference | Choose an item. |  |
| Choose an item. | P1 – Observation involving minor interference | Choose an item. |  |
| Choose an item. | P1 – Observation involving minor interference | Choose an item. |  |

# For wildlife-related studies, an estimated total is necessary. Do not state a range. If number is unknown, provide an estimate based on available literature and/or required number of animals to complete the study.

**4.4.** Specify the animal species to be observed

Add a new row as required for each species.

|  |  |  |
| --- | --- | --- |
| **Species Name** | **Common Name** | **Justification for the Chosen Species** |
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**4.5.** Provide the details of the potential benefits of the study:

 This can include scientific and educational outcomes (e.g. increasing our understanding of animals and their welfare, interaction with humans, training animal science students)

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# Section 5: Location

**5.1.** Provide details of where the proposed study will be taking place:

If at Western, state the relevant campus, building and room number. If external from Western, provide the full address, GPS coordinates, or state the LGA and the nature of the site (e.g. Kemps Creek Nature Reserve, Blue Mountains National Park). Include a map, if required.

|  |
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|  |

**5.2.**

|  |  |
| --- | --- |
| Are there any special permits (e.g. [NPWS](https://www.environment.nsw.gov.au/licences-and-permits/scientific-licences)) required for this project?  | [ ]  Yes (complete 5.2.1)[ ]  No (continue to 5.3.) |
| 5.2.1. Provide the permit number and issuing organisation: |  |

**5.3.** If an injured or sick animal is found, explain what action will be taken:

|  |
| --- |
|  |

# Section 6: Risk Assessment, Health and Safety

**6.1.** Identify any risks associated with the health and safety of students and/or any other animals:

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| --- |
|  |

**6.2.** Explain how appropriate approvals have been obtained and the mitigation strategies that are in place:

|  |
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|  |

|  |  |
| --- | --- |
|  **6.3.** Are copies of permits, approvals, procedures and assessments attached? | [ ]  Yes [ ]  No |

6.3.1. If No, provide adequate reasoning:

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| --- |
|  |

# Section 7: Declarations

In signing I certify that all details given in this proposal are correct and, I agree to ensure the project is carried out in accordance with the Animal Research Act 1985 and Regulation 2010, and the Australian code for the care and use of animals for scientific purposes (8th Edition, 2013), and all relevant Western Sydney University Policies. I certify that I understand my responsibilities as specified by the Code (Clause 2.4). I also certify that the qualifications and experience of all personnel involved in the project are appropriate to the procedures to be performed.

Name of Chief Investigator: Click here to enter text.

Signature: Date: Click here to enter a date.

Name of Dean of School/Institute Director (or authorised representative): Click here to enter text.

Signature: Date: Click here to enter a date.

Name of Student: Click here to enter text.

Signature: Date: Click here to enter a date.

Final Checklist

The following may need to be done before submitting this form, or may need to be attached to this form

* Map of fieldwork location
* Permits/Licences
* Standard Operating Procedure (SOP)

**Forward the completed with all relevant signatures and attachments to** **animalethics@westernsydney.edu.au**