

Animal Ethics Application Form

**Important Note:**

Researchers should ensure that they complete all of the relevant sections in this application form. If an application is missing essential information, it may be returned to the Chief Investigator for review before being submitted to the Animal Care and Ethics Committee (ACEC).

* Please make sure that you are using the current version of the [submission form](https://www.westernsydney.edu.au/__data/assets/word_doc/0005/58793/FORM_ACEC_Animal_Ethics_Application.docx) – To ensure this, please download a copy from the Western Sydney University website each time you require one.
* It is important that you read a copy of the “*Guide to Completing an Animal Ethics application”* before completing this form- these guidelines contain information on how to complete scientific questions.
* The submission form MUST be written in plain English that can be understood by an intelligent, interested person without a scientific background. Avoid using scientific jargon or unexplained abbreviations. If the use of Scientific terminology is unavoidable, include a glossary to explain these terms.
* Please refer to the pre-submission checklist below to assist you with documentation for submission to the ACEC. This would greatly improve the changes of a successful application and speed up the review process.

**Prior to submitting documents to the ACEC, please ensure the following:**

|  |  |  |
| --- | --- | --- |
| **No** | **Check box** | **Item Description** |
| 1 |  | All questions in the application form are completed; ensure no fields are left blank.  Please indicate N/A if the question is inapplicable. |
| 2 |  | Signatures obtained – including all investigators for the project, facility manager and school/institute signatory. |
| 3 |  | Attach relevant documents i.e, Animal Monitoring Sheets, Surgery Sheets, Training/Competency Reports |
| 4 |  | Attach supplementary or supporting documents such as journal references, product or drug information sheets. |
| 5 |  | Requested animal numbers tally throughout the application and monitoring documents. |
| 6 |  | Doses are reflected consistently in mg/kg  Include dose volumes |
| 7 |  | Experimental procedures and monitoring frequency are clearly detailed. Please include flow charts wherever possible. |
| 9 |  | Current/Up-to-date SOPs are to be used.  Any deviations from SOPs must be indicated in the application |
| 10 |  | Please highlight new experiments/procedures in bold font when applying for continuation of protocol. |
| 11 |  | Attach a completed WSU Data Management Plan (mandatory as per the University’s [Research Data Management Policy](https://policies.westernsydney.edu.au/document/view.current.php?id=311)) [Submit via Research Direct](https://research-data.westernsydney.edu.au/default/rdmp/record/rdmp/edit) |

**Forward this completed and signed form and all relevant attachments to** [**animalethics@westernsydney.edu.au**](mailto:animalethics@westernsydney.edu.au)

The ACEC will review the application at the next available meeting. For more information, please see [Meeting dates and submission deadlines](http://www.uws.edu.au/research/research_ethics_and_integrity/animal)

# Section 1: Overview

|  |  |
| --- | --- |
| **1.1.** Project Title: | Click here to add text |
| **1.2.** ACEC Number (*issued by Research Services upon initial submission*): | Click here to add text |
| **1.3.** Proposed Start Date: |  |
| **1.4.** Proposed Finish Date\*: |  |

*\*The proposed duration must not exceed 3 years as per the requirements of the Department of Primary Industries. Approval is provided on a 12-month basis, subject to ACEC approval of a satisfactory annual report, up to a maximum of 3 years. Investigators must submit annual reports in time for the ACEC to review prior to the Animal Research Authority expiry date. Conducting research without a current Animal Research Authority is an offence under the Animal Research Act 1985. A final report must be submitted to the ACEC at the conclusion of the study.*

# 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 Sydney University School/Institute: |  |
| 2.1.6. Work Phone: |  |
| 2.1.7. After Hours Phone: |  |
| 2.1.8. E-mail address: |  |

*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, the Australian code for the care and use of animals for scientific purposes (8th Edition, 2013) (“the Code”), and all relevant Western Sydney University Policies (including the* [*Research Code of Practice*](https://policies.westernsydney.edu.au/document/view.current.php?id=166)*, Animal Research Ethics Policy and* [*Research Data Management Policy*](https://policies.westernsydney.edu.au/view.current.php?id=00311)*). As the Chief Investigator, I acknowledge that I am ultimately responsible for the care and use of animals in this project (the Code 2.4.5.), will act in accordance with my role and responsibilities and ensure that the scope of monitoring the wellbeing of the animals at all stages of their care and use in the project is clearly outlined and communicated to all parties (the Code 2.4.20). I also certify that the qualifications and experience of personnel involved in the project are appropriate to the procedures to be performed,* ***as described in Section 8 – Technical Competence****.*

Signature: Date:

**2.2.** Investigator/Student/Staff involved in the project

Note: Copy and Paste a separate section 2.2. and all sub-questions for each additional person in the research team.

|  |  |
| --- | --- |
| 2.2.1. Title |  |
| 2.2.2. First Name: |  |
| 2.2.3. Last Name: |  |
| 2.2.4. Western Staff/Student ID: |  |
| 2.2.5. School/Institute/Employer |  |
| 2.2.6. Work Phone: |  |
| 2.2.7. After Hours Phone: |  |
| 2.2.8. E-mail address: |  |
| 2.2.9. Designation in project | Student  Investigator  Professional Staff  Non-Western Student  Non-Western Investigator |

*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, 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 I have read the application and will only undertake procedures that are consistent with my qualifications and level of experience,* ***as described in Section 8 – Technical Competence****.*

Signature: Date:

**2.3.** Western Sydney University Animal Facilities

Do you intend to use:

|  |  |
| --- | --- |
| 2.3.1. Animal Services Facility (Campbelltown)? | Yes  No |
| 2.3.2. Animal Facilities (Hawkesbury)? | Yes  No |
| 2.3.3. Animal Facilities (Ingham Institute)? | Yes  No |
| 2.3.4. Zebrafish Facilities (NICM, Westmead)? | Yes  No |
| 2.3.5. Farm Animals (Hawkesbury)? | Yes  No |

If “Yes” to any of the above, sign-off by the relevant Animal Facility Coordinator/Manager must be obtained.

**DECLARATION BY THE FACILITY MANAGER(S)**

*In signing this, the facility manager affirms that the appropriate resources are available and/or can be obtained to meet the requirements of this application. The facility manager understands their obligations as specified by the Australian code for the care and use of animals for scientific purposes (8th Edition, 2013).*

Full name: Position:

Signature: Date:

**2.4.** **DECLARATION BY THE DESIGNATED SCHOOL/INSTITUTE SIGNATORY**

*In signing I certify that the project is appropriate to the facilities available and that I am prepared to have the project carried out in my School/Institute 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).* *All researchers understand their responsibilities and obligations to ensuring the welfare of animals at all times as specified by the Code (Clause 2.4).*

Full name: Position:

Signature: Date:

# 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.**

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| --- | --- |
| Does this project involve [collaborative research](https://www.animalethics.org.au/s/redirect?collection=animal-ethics&url=https%3A%2F%2Fwww.animalethics.org.au%2F__data%2Fassets%2Fword_doc%2F0010%2F809470%2Fcollaborative-research-between-accredited-animal-research-establishments.docx&auth=3NzpIV5xT%2BaUb%2FrJEncRpw&profile=_default&rank=1&query=collaborative+research) with an external research organisation? (e.g. other University or Research Institute) | Yes (complete 3.3.1-3.3.2)  No (continue to 3.4.) |

3.3.1. If Yes, provide the below details for each collaborator/researcher:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Organisation: |  | Role in this Project: |  |

***Provide a copy of the application and approval letter if available.***

|  |  |
| --- | --- |
| 3.3.2. Is the collaborator an overseas organisation? | Yes (complete 3.3.3)  No (continue to 3.4.) |
|  |  |
| 3.3.3. Has evidence that the study will be conducted to the minimum requirements of the Code (2013), Section 2.6.9 - 14 and the relevant Australian animal welfare legislation, been attached to this application? | Yes  No  Not Applicable |

**3.4.**

|  |  |
| --- | --- |
| Have any of the people participating in this project had an Animal Research Authority (ARA) or Animal Suppliers’ Licence cancelled? | Yes (complete 3.4.1.)  No (continue to 3.5.) |

3.4.1. Provide the details for each person:

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

**3.5.**

|  |  |
| --- | --- |
| Will externally sourced funding be associated with this project? | Yes (complete 3.5.1.)  No (continue to 3.6.) |

3.5.1. 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): |  |

**3.6.**

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| --- | --- |
| Are there any special permits (e.g. [NPWS](https://www.environment.nsw.gov.au/licences-and-permits/scientific-licences)) required for this project? | Yes  No (continue to 3.7.) |
| 3.6.1. If Yes, name the issuing body/s and the type/s of permit required: |  |
| 3.6.2. Are copies of the permit attached?  (Note: All relevant permits must be forwarded to the Ethics Office for full approval of the application) | Yes  No |

**3.7.**

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| --- | --- |
| Will animals be sourced from an Animal Supplier (including Western Sydney University)? | Yes  No (continue to 3.8.) |

If Yes, provide the details

|  |  |
| --- | --- |
| 3.7.1. Name of Supplier: |  |
| 3.7.2. Licence Number: |  |
| 3.7.3. Address: |  |

**3.8.**

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| --- | --- |
| Are exempt animals# (e.g. Farm cattle, sheep) to be used?  # Refer Animal Research Act, [Definitions](http://www.austlii.edu.au/au/legis/nsw/consol_act/ara1985134/s3.html) & Animal Research Regulation, [Schedule 3](http://www.austlii.edu.au/au/legis/nsw/consol_reg/arr2010225/sch3.html) | Yes  No (continue to 3.9.) |
| 3.8.1. If Yes, indicate the source / supplier of the animals. |  |

**3.9.**

For teaching applications, provide details of the exact location(s) where the procedures will be performed. In case teaching may occur in several locations, please provide a list of potential sites.

e.g. Campus, building, room or description of field location (GPS coordinates)

Note: Please notify the ACEC of any changes in location(s) by submitting an [Amendment Request Form](https://www.westernsydney.edu.au/__data/assets/word_doc/0008/746963/FORM_ACEC_Amendment_Request.docx).

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# Section 4: Details of the Project

**The details of the project should be written in PLAIN ENGLISH and should be easily understood by people with no scientific background.**

**4.1.** Scientific Rationale (max 500 words):

Outline the background of the project in plain English (non-scientific) terms.

If scientific jargon cannot be avoided, include a glossary of terms, as appropriate.

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**4.2.** Aims (max 250 words):

Outline the project aims in plain English (non-scientific language) terms. The aims should be specific and annual reports will require progress in relation to these aims. For teaching projects outline the teaching objectives.

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**4.3.** Outcomes/Benefits of the project in plain English (non-scientific language) (max 500 words)

Specify what you hope to achieve. Outline the benefits of the project in terms of increasing our understanding of humans or animals, improving human or animal health and welfare, improving animal management or production, achieving educational objectives, or achieving environmental objectives.

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**4.4.** Justification for the use of animals (max 500 words):

Provide a justification for the use of animals. This should be based on an assessment of the scientific/educational value and the potential impact on the welfare of the animals.

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**4.5.** Research Plan and Procedures

4.5.1. Acronyms and Abbreviations

Please list all acronyms and abbreviations used in this application

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4.5.2. Research Plan

Summarise the research plan by providing a detailed description of the project with reference to the aims stated above (4.2.). Include pictures or diagrams that will improve the understanding of the project. Researchers may also consider including a separate attachment to outline the research plan. Provide references for statements made where possible.

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4.5.3. Procedures and Standard Operating Procedures to be used, focusing on those impacting on animal welfare.

Provide a step-by-step description of what will happen to individual animals from the time they are obtained until the time the project is completed, and how this will address the aim(s) of the project. Indicate the duration of all procedures, the number and type of procedures to be performed on the individual animal, and the time intervals between procedures of different aspects of the project. This is required for the ACEC to assess the details and timelines for all experimental procedures any one individual animal (or group of animals) will be exposed to. Where used please refer to an attachment or a Standard Operating Procedure.

Refer to [Matters to Consider when Completing your ACEC Application](https://www.westernsydney.edu.au/__data/assets/word_doc/0011/1114202/GUIDANCE_Matters_to_Consider_when_Completing_your_ACEC_Application.docx)

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4.5.4. Data gathering/fieldwork and data analysis

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4.5.5. Provide a clear sequence of events from the time of acquisition of animals to the end of the study, to allow the ACEC to understand what is happening to the individual animals.

Note: Using a flowchart or similar chart/diagram is encouraged

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**4.6.** Proposed animal numbers

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| --- |
| **4.6.1. Purpose, Procedure and Species Details**  A new row is required for each combination of Purpose, Procedure and Species category |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose Category** | **Procedure Category** | **Species Category** | **Number of animals requested per year** | **Total number of animals**# |
| Choose an item. | Choose an item. | Choose an item. |  |  |
| Choose an item. | Choose an item. | Choose an item. |  |  |
| Choose an item. | Choose an item. | Choose an item. |  |  |
| Choose an item. | Choose an item. | Choose an item. |  |  |
| Choose an item. | Choose an item. | Choose an item. |  |  |

# Total number requested for duration of study. Do not state a range. For wildlife-related studies, an estimated total may be necessary.

**4.6.2.** Please justify the number of animals required for this project in terms of previous studies, statistics, power calculations and/or scientific validity. Please specify the number of animals required for each experimental group, including factors such as sex and genotype if relevant.

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**4.7.** Details of Standard Operating Procedures (SOP)

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| --- | --- | --- |
| **Provide the details of the ACEC-Approved SOPs to be used in this project #**  **Note:** Copy and insert additional entries or delete that are not required. | | |
| SOP No. | Title | Expiry Date |
|  |  |  |
|  |  |  |
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# Refer Code, clauses 2.2.33 – 36

Note: Where either WSU ACEC approved or current SOPs are not available to describe how aspects of the proposed work will be undertaken, a detailed description of the procedures needs to be included in this ACEC application.

If the SOP was approved by an external Animal Ethics Committee, attach the approved SOP for reference and incorporate the relevant details of methodology within section 4 of the application.

**4.8.** Work, Health and Safety - Risk Assessment and Management

4.8.1. Identify any infectious diseases (zoonoses) that may be transferred to staff or students.

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4.8.2. Describe the steps taken to control and/or eliminate the risks identified above

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# Section 5: Ethical Considerations

*Russell and Burch’s principles of Replacement, Reduction and Refinement (commonly referred to as the* [*3Rs*](https://www.nc3rs.org.uk/who-we-are/3rs)*) provide a systematic framework to achieve the goal of humane experimental techniques.*

***Replacement*** *refers to methods or techniques that avoid or replace the use of animals.*

***Reduction*** *refers to adopting methods which minimise the number of animals used per experiment. In particular, this should be the fewest animals required to achieve valid scientific results (i.e. the inclusion of a control group may increase numbers but is required for valid science)*

***Refinement*** *is any decrease in the incidence or severity of 'inhumane' procedures applied to those animals that still have to be used. Your proposal must demonstrate how the 3R’s are being addressed.*

Replacement

**5.1.**

Provide an explanation of why animals are needed for this project.

Also include a list of a) potential alternatives to animal use, b) whether any alternatives will be used and c) if not, why alternatives are unsuitable.

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Reduction

**5.2.**

Outline how the principle of reduction has been addressed in this project.

This may include [experimental design](https://www.nc3rs.org.uk/experimental-design) considerations and/or supporting information from relevant, published literature.

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**5.3.**

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| --- | --- |
| Will animal tissue be shared with other investigators? | Yes (complete 5.3.1.)  No (continue to 5.4.) |

5.3.1. If Yes, provide the details

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Refinement

**5.4.** Identify all experimental and other factors that may **impact** on an animal’s well-being and provide a brief explanation on how they will impact the animal. This includes any experimental procedures outlined in section 4 that may impact animal welfare (e.g. impact of genetic modification/innate behavioural characteristics of the animal, and effect/s of compounds administered)

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**5.5.** Provide details of the **refinement** of procedures that reduce the adverse impact on the animals. Refer to impacts identified in question 5.4, and how these impacts can be mitigated (i.e. what are the risks to the animals and what will be done to avoid or minimise risk to the individual animal)

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Special Ethical Considerations

**5.6.** Identify any features of the project, which raise special ethical considerations (i.e. high impact on animal welfare). These can include, but not limited to, survival surgeries, use of high impact traps, high blood volume sampling techniques, or severe animal model system phenotypes.

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Fate of Animals

**5.7.** What is the fate of the animals when the project is completed? Select all that apply.

All researchers are reminded that they have personal responsibility for all matters that relate to the wellbeing of animals, until provisions are made for the animal at the conclusion of their use. Refer to [the Code](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes), Clauses 2.4.1 (Responsibility of Researchers), 3.4 (Provisions for animals at the conclusion of their use)

Retain in project

Retain for use in other projects or supplied to another establishment / individual for research

Retire from research and kept by the establishment / individual

Privately (non-research) owned and remain with owner

Rehome (as companion animal to private (non-research) home or rehoming organisation)

Remain free living in the wild or released to the wild

Euthanasia

5.7.1. If Euthanasia, describe the method or refer to an ACEC-approved SOP, and explain how it is age- and species-appropriate:

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|  |

5.7.2. For all other options selected, please provide details on how you intend to ensure the safety or care of the animal(s). Consider what processes will be implemented to ensure handover of animal(s) where relevant. If animals are to be retained in WSU’s animal facilities at the conclusion of the study, describe how the research team will ensure appropriate ongoing care and monitoring of the animal(s):

Note: It is the responsibility of the Chief Investigator to ensure all live animals still held at WSU facilities at the conclusion of the work, remain covered under a current Animal Research Authority.

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Animal Disposal Details

**5.8.**

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| --- | --- |
| Will this project involve the disposal of animals? | Yes – (complete 5.8.1 and 5.8.2)  No |
| 5.8.1. Name of Medical Waste Company/Abattoir: |  |
| 5.8.2. Address: |  |

Re-Use

**5.9.**

|  |  |
| --- | --- |
| Does the project involve the use of animals that have been the subject of a previous experiment? | Yes – (complete 5.9.1.)  No |

5.9.1. What was done to these animals previously?

Include project number and experiment description

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**5.10.** Does your project involve any of the following?

|  |  |
| --- | --- |
| 5.10.1. Human participants or their data (HREC) | Yes - HREC Approval Number:  No |
| 5.10.2. Dealings with microorganisms (Risk Group 2 & above) or genetically modified organisms (BRSC) | Yes - BRSC Approval Number:  No |
| 5.10.3. Use of ionising and/or non-ionizing radiation (BRSC) | Yes - BRSC Approval Number:  No |
| 5.10.4. Schedule 8 controlled substances | Yes – NSW Health approval is required  No |
| 5.10.5. Facility Based Research | Yes – Complete Section 6  No |
| 5.10.6. Field Based Research | Yes – Complete Section 7  No |
| 5.10.7. Animals with altered genetic make-up | Yes – Complete Section 9  No |
| 5.10.8. Administration of investigational substances | Yes – Complete Section 10  No |

# Section 6: Animal Housing, Monitoring and Management

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| --- | --- |
| Will animals be housed or held during this project? | Yes – Complete Section 6  No – Continue to Section 7 |

Animal Monitoring

**6.1.** How will animals be identified?

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**6.2.** Which member(s) of the research team, with the appropriate technical competence, will be responsible for monitoring the animals:

6.2.1. On a day-to-day basis:

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| --- |
|  |

6.2.2. At night, on weekends and holidays:

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| --- |
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**6.3.** What is the method and frequency of animal monitoring during housing?

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**6.4.** What is the method and frequency of animal monitoring to be conducted during and after the procedural intervention?

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| --- |
|  |

**6.5.**

|  |  |
| --- | --- |
| Has an example of the proposed animal monitoring sheet(s) been attached? | Yes – Continue to 6.6.  No – Complete 6.5.1. |

6.5.1. Provide a justification for not including a monitoring sheet(s).

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**6.6.** What is the expected morbidity and mortality rate and why? Please include phenotypes (or behaviour, signs of disease or other welfare complications) of the animals to be used that may impact the animal’s welfare and provide references if relevant.

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**6.7.** Indicate if the expected morbidity and mortality rate will vary in different arms of the project.

e.g., phenotypes/behaviour/welfare implications/health issues that are associated with age, increased aggression/fighting etc.

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Housing and Management

**6.8.** **Complete the table below for each species to be used**

|  |  |
| --- | --- |
| Species |  |
| What are the locations where animals will be housed (State the room, building number and the campus, where applicable. If off-site, provide the address or other details) |  |
| Describe the locations where procedures will be performed on the animals, if different from the holding location. |  |
| What type of housing will be provided? |  |
| What is the maximum and minimum number of animals per cage/pen? |  |
| Will animals be single housed? | Yes – Explain why:  No |
| What is the maximum time an individual animal will be held? |  |
| What and how often will the animal/s be fed? |  |
| What is the feeding method? |  |
| How is water provided? |  |
| What environmental enrichment will be provided? |  |
| Are there any other husbandry procedures that may be required during the study (e.g., claw trimming)? |  |
| Provide details of what will be done if an animal welfare issue is identified. Describe the criteria for intervention, treatment, or withdrawal of the animals from the study |  |
| Who is responsible for monitoring the animals on weekdays including outside regular work hours, on weekends and public holidays? |  |
| Who is responsible for the management of emergencies and how will you ensure that the nominees can be contacted? |  |

# Section 7: Field Based Research

|  |  |
| --- | --- |
| Will Field Based Research be conducted during this project? | Yes – Complete Section 7  No – Continue to Section 8 |

Location of Field Work

**7.1.** Describe the exact location(s) where the field work will take place

e.g., nearest road, distance from town or landmark or similar. Include a map, as required.

|  |
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|  |

Details of capture (if applicable)

**7.2.** What traps will be used?

Note: Traps must only be used by appropriately trained and experienced personnel. Please consult the relevant publications on [conducting Wildlife surveys](https://www.animalethics.org.au/policies-and-guidelines/wildlife-research/wildlife-surveys).

|  |
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**7.3.** How many traps will be set and over what period of time? Include details on when the traps will be deployed and what are the suitable conditions for deployment (e.g., temperature range, weather condition, etc.).

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**7.4.** State the maximum number of traps per investigator that will be set and over what distance:

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|  |

**7.5.** Provide details of experience and training in the use of the traps listed.

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**7.6.** How often and at what times will traps be checked and/or cleared?

Comment on whether the number of investigators per trap is the maximum the staff can process in the timeframe that the traps will be cleared

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**7.7.** Describe any other methods to be used for capture apart from traps (e.g. hand capture).

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**7.8.** What precautions will be taken in the event of inclement weather?

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Animal welfare considerations

**7.9.** Why is it necessary to capture animals?

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**7.10.** What alternatives to capturing animals could be used?

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**7.11.** What precautions will be taken if pregnant or lactating animals or animals with pouch young are captured?

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**7.12.**

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| --- | --- |
| Have the [Wildlife Research Policy and Guidelines](https://www.animalethics.org.au/policies-and-guidelines/wildlife-research) published by the Animal Research Review Panel (NSW DPI) been consulted? | Yes – Continue to 7.13.  No – Complete 7.12.1 |

7.12.1. If not, why not?

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**7.13.** Please clarify the availability of (vaccinated) vet(s) for all of the locations and times specified.

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Target species and dealing with non-target species

**7.14.**

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| --- | --- | --- |
| Is there the potential to capture non-target species? | Yes*1* – Complete 7.14.1 and 7.14.2.  No – Continue to 7.15. | |
| *1Ensure you have addressed the impact of capturing non-target species in section 5.4. and 5.5.* | | |
| 7.14.1. Identify what are the potential non-target species and how will they be dealt with? |  |
| 7.14.2. Are any non-target species declared as pests by the state authorities? | Yes – Complete 7.14.2.1.  No – Continue to 7.15. |
| 7.14.2.1. If Yes, indicate how pest animals will be dealt with (if different from 7.14.1): | Released  Euthanised – Provide details: |
|  |  |

Samples

**7.15.**

|  |  |
| --- | --- |
| Will Samples be taken e.g., blood, urine, milk, hair, scales? | Yes – Complete 7.15.1 – 7.14.3  No – Continue to 7.16. |
| 7.15.1. What samples will be taken? |  |
| 7.15.2. How will samples be taken? |  |
| 7.15.3. How will animals be restrained or handled? |  |

Transportation

**7.16.**

|  |  |
| --- | --- |
| Is transportation necessary? | Yes – Complete 7.16.1 – 7.16.3  No – Continue to 7.17. |
| 7.16.1. How will animals be transported? |  |
| 7.16.2. Over what period of time? |  |
| 7.16.3. What precautions will be taken against cold/heat/stress? |  |

Animal identification and tracking

**7.17.**

|  |  |
| --- | --- |
| Will animals be marked for individual identification? | Yes – Complete 7.17.1 – 7.17.3  No – Continue to next section |
| 7.17.1. How will they be marked? |  |
| 7.17.2. If invasive methods are to be used, how will pain /distress be minimised? |  |
| 7.17.3. Will any radio tracking collars, GPS, satellite tracking devices or other radio tracking equipment be used? | Yes – Complete 7.17.3.1 – 7.17.3.2  No |

|  |  |
| --- | --- |
| 7.17.3.1. If Yes, what equipment will be used on the animal? How will it be attached, what is the weight of the equipment and the impact on the animal? |  |
| 7.17.3.2. Will the equipment be retrieved, and if so, how? |  |

# Section 8: Technical Competence

For assistance in completing this section, refer to [Technical Competence - Guidelines](http://www.uws.edu.au/__data/assets/pdf_file/0004/746995/Technical_Competence_Guidelines_May_14.pdf)

|  |  |
| --- | --- |
| Project Title: | [Project title] |
| ACEC Number: | [ACEC number] |

**8.1.** Summary of Procedures relevant for the project

Note: Insert or delete additional rows as required.

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| --- | --- |
| **Procedure to be performed** | **Researcher(s) performing the procedure** |
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**Note:** The Chief Investigator is responsible for:

* Ensuring that a copy of the Technical Competence Section is forwarded to the relevant Western Sydney University animal facility or in the case of field work, held with the Animal Research Authority (ARA); and
* Ensuring that the Technical Competence Section accurately reflects the current technical competence of the research team

Research Team – Chief Investigator

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8.2.** **Name of Chief Investigator:** | | | | |
| **Procedures relevant to proposal and carried out by the CI**  (including but not limited to surgery, anaesthesia, euthanasia, capture methods) | **Species Involved** | **Current experience and/or training required**  (Must include number of animals/procedures successfully performed, and the date this was last carried out if applicable) | **Investigator Competent or Not Yet Competent?** If not yet competent, nominate a qualified person/s to provide training. | **Date achieved competency** |
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| --- | --- |
| 8.2.1. Has the Chief Investigator completed the UNSW Animal Care and Ethics Course? | Yes – Attach certificate of completion  No – Complete 8.2.2. |

8.2.2. The Chief Investigator (select the appropriate option):

|  |  |
| --- | --- |
| Has completed an equivalent course.  Provide details of course and attach certificate of completion |  |
| Will be completing the course in the future  Provide planned date of training |  |
| Is requesting an exemption  Provide details explaining why an exemption is appropriate |  |

Research Team – Other Investigator / Student / Staff

Note: Copy and insert 8.5. for each additional Investigator/Staff/Student as required.

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| --- | --- | --- | --- | --- |
| **8.3.** **Name of Investigator / Student / Staff:**  **Note:** Insert or delete rows as required. | | | | |
| **Procedures to be carried out by the team member**  (including but not limited to surgery, anaesthesia, euthanasia, capture methods) | **Species Involved** | **Current experience and/or training required**  (Must include number of animals/procedures successfully performed, and the date this was last carried out if applicable) | **Investigator Competent or Not Yet Competent?** If not yet competent, nominate a qualified person/s to provide training. | **Date competency (to be) achieved** |
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| 8.3.1. Has the Investigator completed the UNSW Animal Care and Ethics Course? | Yes – Attach certificate of completion  No – Complete 8.3.2. |

8.3.2. The Chief Investigator (select the appropriate option):

|  |  |
| --- | --- |
| Has completed an equivalent course.  Provide details of course and attach certificate of completion |  |
| Will be completing the course in the future  Provide planned date of training |  |
| Is requesting an exemption  Provide details explaining why an exemption is appropriate |  |

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| --- | --- | --- | --- | --- |
| **8.4.** **Name of Investigator / Student / Staff:**  **Note:** Insert or delete rows as required. | | | | |
| **Procedures to be carried out by the team member**  (including but not limited to surgery, anaesthesia, euthanasia, capture methods) | **Species Involved** | **Current experience and/or training required**  (Must include number of animals/procedures successfully performed, and the date this was last carried out if applicable) | **Investigator Competent or Not Yet Competent?** If not yet competent, nominate a qualified person/s to provide training. | **Date competency (to be) achieved** |
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| 8.4.1. Has the Investigator completed the UNSW Animal Care and Ethics Course? | Yes – Attach certificate of completion  No – Complete 8.4.2. |

8.4.2. The Chief Investigator (select the appropriate option):

|  |  |
| --- | --- |
| Has completed an equivalent course.  Provide details of course and attach certificate of completion |  |
| Will be completing the course in the future  Provide planned date of training |  |
| Is requesting an exemption  Provide details explaining why an exemption is appropriate |  |

# Section 9: Animals with Altered Genetic Makeup

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| --- | --- |
| Will Animals with Altered Genetic Makeup be used during this project? | Yes – Complete Section 9  No – Continue to Section 10 |

Animals with altered genetic makeup include:

* Intentional cross-breeding
* Artificial modifications
* Naturally-occurring mutation

**9.1.**

|  |  |
| --- | --- |
| Indicate which of the following is involved with this project: | Use of an existing genetically modified strain  Production/creation and use of a new genetically modified strain of animal  Including outcrossing or backcrossing onto a different background strain  Use of animals with a naturally occurring mutation |

|  |  |
| --- | --- |
| **9.2.** Provide the details of each strain | |
| Species |  |
| Description of the mutation(s), genetic modification(s), or allele nomenclature (genotype) |  |
| Genetic background strain |  |
| Nickname (s) (if relevant) |  |
| Origin (e.g., supplier, JAX Mice stock #, EMMA strain ID) |  |

**9.3.**

|  |  |
| --- | --- |
| How much is known about the biological characteristics or phenotype of this strain? | Well-characterised  Partially characterised/some information available  Unknown |

**9.4.** Describe the method of tissue collection to be used for genotyping.

Minimally invasive methods are preferred e.g. swabbing or collection of ear punch tissue

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**9.5.** What will be the fate of animals that are not of the appropriate genotype?

If this differs between strains, describe the fate on a strain by strain basis

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**9.6.** Describe the potential animal welfare issues related to the genetically altered animals

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**9.7.** Describe any special husbandry or care procedures required to support the health and well-being of the genetically modified animals e.g., age-dependent effects and responses to housing conditions

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**9.8.** Describe any problems with the breeding of heterozygous or homozygous animals

e.g. subfertility, lactation defects

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**9.9.** Describe any exceptional housing requirements

e.g. IVCs or isolators, bedding, medicated feed or water

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**9.11.**

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| --- | --- |
| Does this animal require a specific monitoring checklist for known animal wellbeing effects? | Yes - The specific monitoring checklist has been attached  No - The general health monitoring checklist is adequate |

# Section 10: Administration of Investigational Substances

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| --- | --- |
| Will this project involve the Administration of Investigational Substances? | Yes – Complete Section 9  No – Continue to Section 10 |

**Scope:** Investigational substances are not otherwise used for routine applications related to anaesthesia, euthanasia, analgesia or similar procedures. Instead, they are being used in new applications due to their particular effects.

|  |
| --- |
| **10.1. Complete the table for EACH substance to be administered**  **Note:** Copy and insert additional tables for each substance as required. |

|  |  |
| --- | --- |
| Species |  |
| Name of Compound / Agent |  |
| Vehicle |  |
| Route of administration (if applicable, include details on needle gauge) |  |
| Dose rate e.g. mg/kg body weight |  |
| Volume administered |  |
| Frequency of administration |  |
| Why is this substance to be used? |  |
| Describe the likely or anticipated effects in terms of the experiment  e.g. effects on physiology, immune system, function of organ system |  |
| Describe the likely or anticipated effects on the **welfare** of the animal |  |
| Describe any health and safety issues for personnel working with this substance |  |
| Possible side effects or toxicity reactions |  |
| Describe any previous experience with the use of this compound |  |

# Section 11: Attachments

**Applicants must ensure they include all of the relevant attachments from the list below where relevant. *Please ensure that the monitoring sheets are tailored to meet the requirements of the application.***

* [Animal Ethics Monitoring Sheet- Basic](https://www.westernsydney.edu.au/research/forms)
* [Animal Monitoring Sheet – Detailed](https://www.westernsydney.edu.au/research/forms)
* [Animal Monitoring Sheet – Post Surgical](https://www.westernsydney.edu.au/research/forms)
* [Animal Monitoring Sheet – Tumour Progression](https://www.westernsydney.edu.au/research/forms)
* [Animal Monitoring Sheet – With Scores](https://www.westernsydney.edu.au/research/forms)
* [Cage Monitoring Sheet](https://www.westernsydney.edu.au/research/forms)
* Anaesthetic Monitoring Sheet
* Data management plan