

**Reciprocal Agreement Form – External Institution Notification**

**Scope:** A Reciprocal Agreement is required when:

1. An investigator has been named on another the AEC application of another institution,
2. No Western Sydney University animals are involved and,
3. The animal research will be conducted within an Australia state or territory but not on Western Sydney designated land.

# Section 1: Approval Details

**Approved Application Title:** Click here to enter text.

**External Institution ACEC Official Name:** Click here to enter text.

**External Institution Approval Number:** Click here to enter text.

**Approval Date:** Click here to enter a date.

**Expiry Date:** Click here to enter a date.

**Name the location(s) where animal work will be conducted:**

# Section 2: Details of Attached Documents

[ ]  The original application to the approving ACEC has been attached

[ ]  The approval letter from the approving ACEC has been attached

If not, explain:

[ ]  Any amendments and/or correspondence related to the approved application have been attached

# Section 3: Details of Researchers

*List Western Sydney staff and students only.*

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Surname: |
| School/Institute: | E-mail: |
| Staff Number: | Student Number: |

*Add additional tables as necessary*

**I hereby declare that the information provided on this form is true and accurate**

Name: Click here to enter text.

Signature: Date: Click here to enter a date.

**Submission**

Ensure that any necessary documents have been attached before submitting by e-mail to animalethics@westernsydney.edu.au

# Section 4: Acknowledgement of Reciprocal Approval – to be completed by REDI

When forwarding any correspondence for: Click here to enter text.,

 *Protocol Title*

Quote the ACEC reference number Click here to enter text..

All amendment requests, reports (progress and final) and other relevant correspondence should be forwarded to animalethics@westernsydney.edu.au.

Each e-mail must include the Western Sydney ACEC reference number in the subject line.

If there are any questions, please contact me.

Name of Animal Ethics Officer: Click here to enter text.

Signature: Date: Click here to enter a date.