

**Overarching Principle and Intent**

Western Sydney University complies with the Australian Code for the Care and Use of Animals for Scientific Purposes (2013) and the New South Wales Animal Research Act (1985) and its regulations. Other policies, guidelines and codes that are complied with include those published by the Animal Research Review Panel (ARRP), NHMRC and the Office of the Gene Technology Regulator (OGTR).

**Tips for Improving the Quality of Your ACEC Application**

**Use Plain English**

It is important that your application should be written in everyday language that can be understood by an educated lay person who has no medical or scientific background. This includes providing a glossary and/or definitions where possible.

**Justify Your Research**

You must adequately justify the use of animals in your research. This is a critical component of your application. The Animal Care and Ethics Committee (ACEC) needs to understand the purpose of your research.

**Seek Alternatives**

Ensure that you research animal alternatives and address the question in detail. In your answer, include alternatives you have researched.

**Justify Your Choice of Species**

Make sure you justify your species choice and animal numbers. Include the experimental design and demonstrate the significance of the number of animals sought by reference to similar published studies.

**Detail All Procedures**

Make sure you provide adequate information with your application, especially with regard to procedures to the enable the ACEC to understand what is being proposed.

**Detail Monitoring Procedures**

Ensure that you provide adequate information about how animals will be monitored and how potential adverse effects will be managed.

**Don’t Just Cut and Paste**

Understand what information is required before you simply cut and paste from other documents or applications.

**Address the Requirements for All Species**

You must address the requirements for all species included in your work. Often information is only provided for one species and consequently the application will be delayed awaiting further information.

**Provide a Monitoring Sheet**

You must provide a monitoring sheet. You are encouraged to design a monitoring sheet specific to your work. You can include more than one sheet to cover different aspects or procedures related to your project.

**Justify the Severity**

You must adequately justify the severity of procedures.

**Detail New Techniques or Locations**

Make sure you detail any new techniques or locations used in your research. This could include a photo, diagram or video.

**Work with a Colleague**

Seek peer review to make sure you are providing the best possible answers and all required information.

**Seek Advice**

Always seek advice by consulting other investigators, Animal Facility staff, Animal Welfare Officer or the Animal Ethics Officer.

**Animal research ethics guidance documents available from REDI**

* ACEC Frequently Asked Questions
* ACEC Amendment Guidelines
* ACEC Species, Purpose and Procedure Descriptions
* Alternatives to Using Animals
* Tips for Improving the Quality of Your ACEC Application

Animal Research Ethics Team Contact: AnimalEthics@westernsydney.edu.au

**Guidance on Data Storage and Retention Questions in the NEAF**