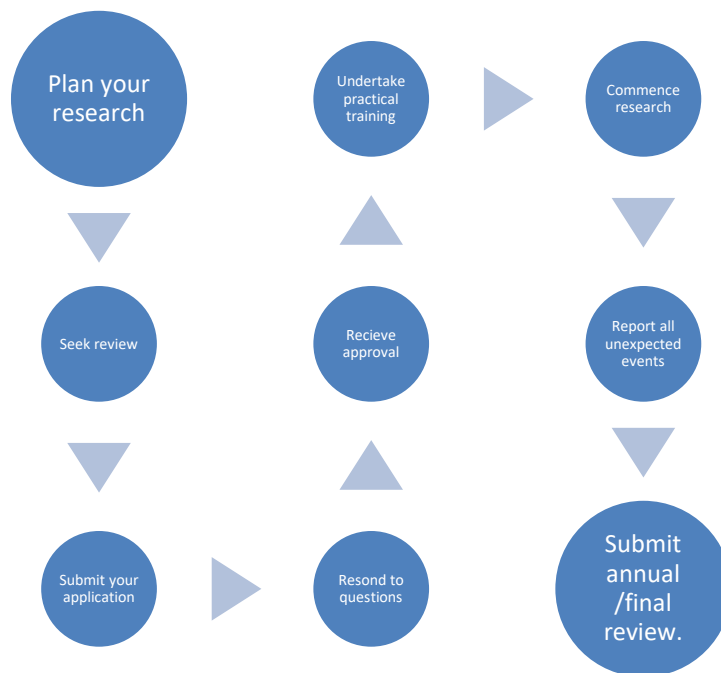


Applying for an animal research protocol, gaining approval and fulfilling your reporting requirements.

The process of preparing a submission to the AEC to gain approval for research or teaching activities that involve animals can be quite a daunting and time consuming task

The following is a simple guide to the process.



1. Complete Animal ethics online training.

2. Plan your research

- Consult the prepare, and HAARP guidelines
- Consult databases to choose most suitable animal model
- Seek advice with experimental design and statistics to ensure appropriate design and animal numbers
- Ensure UoW has a licence and the facilities available to house the species with which you wish to work.
- Consult with Animal care technicians regarding proposed housing and enrichment requirements and any special dietary requirements
- Consult with the Animal Welfare Officer to discuss any proposed surgical and anaesthetic procedures, substance administration, blood collection advice etc and for assistance in preparing a comprehensive monitoring and score sheet.

3. Download the appropriate “application for use” form from the AEC website
 - Prepare a draft application and seek review and comment from colleagues, supervisors, and the animal welfare officer(optional)
 - Ensure all people named as co-investigators have an opportunity to review the application and sign it prior to submission
 - Obtain sign off from the animal facility technical co-ordinator (if housing animals at UoW facilities or using live animals on site at UoW(other than observations of wildlife on campus)
 - Obtain sign off from the relevant head of school
 - Submit your application (both in hard copy and electronically) in the numbers requested on the application form, by the agenda deadline as notified on the AEC webpage.

4. The AEC members will review your application and you will receive a number of questions back via email. Generally it takes about 10 -14 days after submission to receive questions back.

You then return your question responses to the RSO office and the AEC members discuss your application, including your responses to questions at the AEC meeting.
5. At this time either your application will be approved (you will then be asked to return an electronic copy of your original application incorporating all your responses to questions showing track changes) **OR** Further clarification questions will be sent to you and responses required. Depending on the items requiring clarification at this stage your additional responses will be considered either via the Chair of the AEC (minor issues), the next Subcommittee meeting or at the next full committee meeting.
6. You must have received your **Animal Research Authority (ARA)** prior to commencing your research. Please check this document carefully as it will contain any conditions attached to your research such as additional reporting requirements, exclusions and limitations. ARAs generally run from the date of approval until 28th of February in the following year, and are renewed annual for up to 3 years after review and approval of your annual report.
7. Seek training in practical animal handling skills and procedures from Animal technicians or Animal welfare officer as needed.
 - Unsupervised research activities cannot be conducted until you are assessed as competent in animal handling and approved procedures. {for fieldwork projects this assessment is generally performed by the Principal investigator or their competent delegate}
8. Commence your research activities
 - Laboratory animal facilities require you to submit a planner and booking request for holding space prior to ordering any animals.
9. Reporting requirements
 - All unexpected events involving animals must be reported immediately to the Animal welfare officer and the RSO
 - Unexpected event forms are available on the UoW AEC web page

- Make sure you keep good records of your animal numbers. This is done on the Animal Management System (AMS) when housing or using animals on Campus and in your lab notes for field work. At the end of each calendar year you will be required to report all animal use including details of procedure category, purpose codes etc.

10. Annual/Final Report

- You will be required to submit each January a report that provides details of the research activities undertaken in the preceding calendar year. Examples of this annual report can be found on the AEC web page. The report will require details of animal use and outcomes.
- The AWO reviews these reports and sometimes you will be required to clarify or correct the report prior to AEC review.
- The AEC reviews these annual reports in February each year. You may receive questions back from the AEC prior to approval of your report.
- Once your annual report has been approved by the AEC you will receive your Animal research authority for the next year (1 March to 28 Feb)
- Animal research cannot be conducted after 28th of February if you have not submitted your annual report and received a renewal notification. Doing so would be a breach of the Animal Research Act and the Australian Code.