

ANIMAL ETHICS COMMITTEE APPLICATION FORM GUIDELINE



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1 PURPOSE

- 1.1 The following paragraphs contain information extracted from the [Australian Code for the Care and Use of Animals for Scientific Purposes](#) (the Code), and the [Guidelines to Promote the Wellbeing of Animals Used for Scientific Purposes](#) (the Guidelines) (relevant section numbers are in brackets).
- 1.2 “The purpose of the Code is to promote the ethical, humane and responsible care and use of animals for scientific purposes. ([Australian code for the care and use of animals for scientific purposes – 2013](#))

2 GUIDELINE

Contact details

CQUniversity Animal Ethics Committee Secretary
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Fax: +61 (7) 4923 2600
Email: ethics@cqu.edu.au

General guidelines

- 2.1 The CQUniversity Animal Ethics Committee Secretary can help you interpret and complete the online application form.
- 2.2 The online application form is located on the Research Master system - <https://myresearch.cqu.edu.au/rmenet/>
- 2.3 Write the application in plain English. Define and explain all terminology and acronyms. Check your spelling.
- 2.4 For students: Consult with your Supervisor to determine if your project requires ethical clearance.
- 2.5 With teaching protocols students must be instructed appropriately in the care and use of animals prior to participation in experiments with live animals.
- 2.6 All researchers must be aware of their obligations under [the Code](#), all applicable Commonwealth and State legislative requirements and CQUniversity policies.

- 2.7 Approval is granted according to the particular details in the application. If after approval has been given there is any change in protocol, addition of personnel, or change in the number/type of animals to be used, approval for the change must be obtained from the CQUniversity Animal Ethics Committee using the Modification Form.

Guidelines for specific questions

- 2.8 Project Number: The CQUniversity online system will automatically allocate a number. This number must be displayed on each cage/pen containing animals and in experimental records/books. Please quote this number in all dealings with the Committee.
- 2.9 Note that not all sections or questions within sections will appear – the form will only present questions that are relevant, depending on selections made in previous questions.

Section 1: Overview

Section	Meaning / What is Required	Comments
O2	Title of the research project or teaching activity.	If a teaching activity, include the course code and name in the title.
O3	Type of Project	Choices here are Research, Teaching, Fauna Survey or Breeding Colony
O4	Reason for application	Indicate here whether this is a new project, renewal of a project that is due to expire, or an external approval (only for projects which have been approved by another AEC).
O7 and O8	Proposed commencement and completion dates.	Approval is usually given for up to three years. Note that you can NOT start the project until ethics approval is granted.
O9	Description of the project	The project description should be brief and descriptive of the project and in plain English.
	Scientific Purpose	Please select the scientific purpose/s of the project - This is a State Government reporting category.
O10, O11 and O12	Scientific/environmental aims Relationship to previous studies Objectives	Self-explanatory – but please ensure it can be clearly understood by an educated, non-scientific audience

Section 2: Funding

The online form has been designed to allow researchers to link their ethics application to the funding that supports the project – note that if the project is not funded, the questions will not appear.

Section	Meaning/What is Required	Comments
F2	Select funding project associated with the ethics application	Searchable table, using name of CI, title of project, or funding organisation
F3	Provide detail of the funding if not able to be found in the previous section	
F4 and F5	Commercial Interest of funding body	The Code requires the Committee to consider any potential or actual interest, including financial interest that may affect judgements and decisions regarding the wellbeing of the animals involved

Section 3 – Collaboration

Section	Meaning / What is Required	Comments
C1, C2, C3 and C4	Collaborating organisation, researchers, and details of ASEC approvals obtained by collaborating organisation	The Code requires the Committee to ensure that multi-institutional projects are approved and monitored by the respective AECs – and this may involve formal agreements. Clauses 2.6.4 to 2.6.8

Section 4 - Personnel

Section	Meaning / What is Required	Comments
P1 Presented as a searchable table for CQUniversity staff	The Chief Investigator or Teacher in charge (for teaching projects) is usually the initiator of the project or has obtained the funding. This person is responsible for overseeing the project, including the training (where necessary) of each person involved, although they may not be involved in the day-to-day running of it. The Chief Investigator has many responsibilities as outlined in the Code	It is important that this section be completed fully so that the AEC can ensure on behalf of the institution that persons participating in animal activities have the necessary experience and qualifications. Persons not listed are not authorised to conduct animal research on the project. It is the responsibility of the Chief Investigator to notify the AEC of any change to the project personnel using the Modification Form. Please ensure that 'Relevant experience and training' is completed for each team member.
	List an emergency contact person should the CI or TIC not be available.	
	List all other CQUniversity staff involved in the activity. If a research project, please also include any students who are actively involved in the project.	
P3 – External researchers	Provide details of any external researchers not found in the searchable table	
P4	If any researcher has a conflict of interest, this needs to be declared.	

Section 5: Location

Section	Meaning / What is Required	Comments
L1	Select the option which describe the intended location where the activities will occur.	Clause (2.7.4 xii) of the Code
Questions L2 to L7	These will appear according to the selections made in L1	Clause (2.7.4 xii) of the Code

Section 6 Animals required and their fate at completion of project

Section	Meaning / What is Required	Comments
A1 – presented as a searchable table	Search the species of animal, and complete the table, including the most appropriate description for the procedure	Note – for the procedure, you should select the highest code from those available in the dropdown box
A2	Justification for number of animals requested	Please provide detail on how this number was determined, eg power analysis
A3 and A4	Transgenic/knockout or genetically modified animals	Refer clause 2.4.27 of the Code

AF1	Select as many as relevant choices from the dropdown box of possible options	Selections here will result in further questions appearing. Provide details of what will happen to the animals at the conclusion of the project. If the project does not require the animals to be euthanased, you need to indicate what will happen to them. If animals cannot be rehomed, you need to provide adequate justification as to why it is not possible to rehome them. Refer clause 3.4 of the Code
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Section 7: Licences

Section	Meaning / What is Required	Comments
LP1	Specify if any permits are required; eg scientific purposes permit from the Environmental Protection Agency ; Biosafety; or Fisheries permits	(2.7.4 xxii)
LP2 and LP 3	Provide detail of permits obtained (LP2), or permits yet to be obtained (LP3)	

Section 8: Reduction, refinement and replacement

Section	Meaning / What is Required	Comments
RRR1.1	Provide a statement outlining how you have considered and applied the principle of replacement.	Refer clauses 1.18 to 1.20 and 2.7.4 (viii)
RRR1.2	Provide a statement outlining how you have considered and applied the principle of reduction	Refer clauses 1.21 to 1.27 and 2.7.4 (viii)
RRR1.3	Provide a statement outlining how you have considered and applied the principle of refinement)	Refer clauses 1.28 to 1.30 and 2.7.4 (viii)
RRR2	Outline why animals are necessary for the project.	(1.1 (i) 1.3, 1.5 to 1.7)
RRR3 and RRR3.1	List any alternatives to the use of animals and whether any alternatives will be used or have been used.	(1.18 to 1.20)
RRR4 and RRR4.1	Specify if the experiment is a repeat of an earlier project and why the repeat is necessary.	(1.22 – 1.23)
RRR5 and RRR5.1	Specify whether any of the animals have been sourced or used in other experiments.	(2.3.15)
RRR6 and RRR6.1	Indicate whether any of the animals will be used in other projects.	(2.3.15)
RRR11 and RRR 11.1	Indicate if there is an opportunity to share tissues with other researchers.	(2.7.4 x) The CQUniversity Animal Ethics Committee encourages the sharing of tissues with other investigators.

Section 9: Project details

Section	Meaning / What is Required	Comments
PD1	The online form asks for researchers to select the category of project from the drop down menu.	This will result in the appearance of questions relevant to that category only.
PD2	Details of the project protocol, including a step by step description of what happens to the animals from commencement to conclusion of project	Note if the space is insufficient, a flow chart, diagrams or other appendices can be uploaded.
Observation questions PDO 1 to PDO5	These questions relate to fauna survey work	Previously included in the 'Wildlife appendix'
Capture/Trapping questions PDC 23-PDC 25	These questions relate to fauna survey work	Previously included in the 'Wildlife appendix', refer clauses 3.3.35 and 3.3.36
Forced exercise/diet modification PDFE and PDF	Relates to any activity involving diet restriction/modification and exercise.	Refer clauses 3.3.25 to 3.3.29 of the Code, and section G of the Guidelines
Death as an End Point	Note – unless you are actually administering a substance, or subjecting an animal to repeated protocols until the point at which they die, this section usually is not selected If you are indeed intending to administer substances until death of the animal occurs, then you will receive a notification that Qld Government ministerial approval will be required.	If you have selected this option in the belief that it is correct because you are euthanasing animals in the project, you should go back to PD1 and select euthanasia. Refer clauses 1.13, 2.7.4 (v) (a) and 3.1.28
Euthanasia (including voucher specimens PDE and PDV	This section will apply to fauna survey work as well as laboratory projects	Refer clauses 2.4.22, 2.5.8, 3.3.45, and 3.3.46 Humane killing may only be carried out by skilled operators. Consult the species-specific table within the Guidelines to ensure that the most appropriate method is selected. Clause 3.3.42 refers to voucher specimens
Marking/Tagging	Primarily for fauna survey work - Requires the completion and uploading of a Capture template within the application	Clauses 3.3.6 and 3.3.40 of the Code
Transportation	Primarily for fauna survey work. Replaces questions previously covered in the Wildlife Appendix	Clauses 3.2.5 to 3.2.8 and 3.3.37 to 3.3.39
Surgical PDS	Note if the procedures also include analgesia or anaesthesia, these sections should also be ticked. If the space is insufficient, a flow chart, diagrams or other appendices can be uploaded	Clause 3.3.16. Provide details of any analgesia used on the animals. Specify for each species. Use generic names, rather than Trade names. Dose rate should be mg/kg or similar. Any premedication with sedatives/analgesics should be included. (1.10) The Code requires that we assume that animals experience pain in a manner similar to humans unless there is evidence to the contrary. Therefore we

		recommend routine use of analgesia after surgery and painful procedures unless this will interfere with experimental results. Non-use must be well justified including why different classes of analgesia cannot be used
Anaesthesia	Presented as a table. Refer clauses 2.4.8 (x), 3.3.8 to 3.3.15	(2.4.8 x) There is general consensus that the use of ether for anaesthesia should not be used as it is extremely dangerous to personnel because of its explosive nature, and also because it is a respiratory irritant to animals. Careful consideration should be given to alternatives such as isoflurane, which requires a special anaesthetic machine with calibrated vaporiser, and an oxygen cylinder. The use of multiple anaesthesia procedures or events on a single animal must be approved by the Animal Ethics Committee. Ensure that you consult the Guidelines to promote the wellbeing of animals used for scientific purposes: The assessment and alleviation of pain and distress in research animals
Administration of substances	Presented as a table	Please ensure you do not select 'all species' option
Body Tissue/Fluid sampling	Source of samples, and whether anaesthesia is used in securing the samples	Clause 3.3.7

Section 10: Teaching

Section	Meaning / What is Required	Comments
T1	Details of course code, title, terms offered	
T2	Describe how you will assess that the students have attained the education / learning objectives.	Clause 2.7.4 (ii)
T5	Indicate whether students will be handling animals	
T6.2	Presented as a table – note the table has limitations, particularly where animals are observed multiple times	Complete the table as appropriate – note that the automatic calculation of numbers may not reflect the actual number of animals required, as it does not accommodate multiple instances of observations
T7	Describe how students will have the opportunity to discuss the ethical, social and scientific issues in using animals for scientific purposes.	Clause 4.12
T8	When and how will students be made aware of the Australian Code of Practice and the Qld Animal Care and Protection Act 2001.	Clause 4.12
T9 and T10	Provide details on how students will be instructed in the handling of the animals, and how they will demonstrate competence.	Clause 2.7.4 (xviii)

Section 11: Animal care and welfare

Section	Meaning / What is Required	Comments
ACW1	Describe initial acquisition, transport and acclimatisation of animals	Clause 2.5 (ii)
ACW2	Describe the method and frequency of routine monitoring,	Detail how the wellbeing of animals will be assessed throughout the project. Clauses 2.4.7 (xv), 2.4.16 and 2.4.18
ACW3	Describe the method and frequency of monitoring, during and after any procedures	If an approved SOP is being used, please ensure you include the reference number, or if other checklists are used, please upload a copy
ACW4	Procedures to identify and quickly respond to unforeseen complications including criteria for intervention, treatment, or withdrawal of the animals from the project	Clauses 2.4.18 (viii) and 2.4.18 (ix) of the Code
ACW5	Identification of known and potential causes of adverse impacts, both experimental and nonexperimental, on the wellbeing of an animal	Clause 2.7.4 (xiv) c of the Code
ACW6	Details on how causes identified in ACW5 will be avoided, minimised or managed	Clause 2.7.4 (xiv) c of the Code
ACW7	Longest period animals will be left unchecked	Clause 2.7.4 (xi) of the Code
ACW8	Total time animals involved in project	Clause 2.7.4 (xi) of the Code
ACW9	At what point would you intervene to kill or treat the animal to alleviate its pain or suffering	Clauses 2.4.18 (viii) and 2.4.18 (ix) of the Code
ACW10	Environmental enrichment for animals	Refer section 4.44 and section E of the Guidelines
ACW11	Details of veterinary assistance that will be sought in case of emergency	

Section 12 Risk Management and data storage

Section	Meaning / What is Required	Comments
RM1 and RM1.1	Are there any health risks to other animals or staff	This is a requirement of the Occupational Health and Safety Unit, and if the project has undergone a risk assessment, it is suggested that this be uploaded to the application
RM2 and RM2.1	Does the project work involve going on a field trip?	see above
RM3 and RM3.1	identification of whether GMO or other Biohazards are involved	(2.4.25 and 2.4.26) The Chief Investigator must have obtained the appropriate clearances before an animal ethics application can be approved. If you are in the process of obtaining clearances then you cannot begin the part of the application that relates to Biosafety hazards until this is obtained.
RM5	Declaration of Risk Management Measures	Completed by the CI
DS1	Provide detail on where records relating to animals will be kept	Section 2.5 of the Australian Code of Conduct for the Responsible Conduct of Research.

DS2	Personnel responsible for keeping records	Section 2.5 of the Australian Code of Conduct for the Responsible Conduct of Research.
DS3 and DS 3,1	Outline how it is proposed to disseminate the findings of the research, eg journal articles, student thesis, report to funding body)	Section 4 of the Australian Code for the Responsible Conduct of Research

Section 13: Declaration

It is imperative that all named personnel complete the declaration. Internal CQUniversity staff and students MUST make their declaration electronically on the form. Where external researchers cannot access the online form, they must be sent a PDF copy of the application, and then send an email to the ethics office to make that declaration.

3 RESPONSIBILITIES

Compliance, monitoring and review

- 3.1 The Senior Ethics Officer is responsible for ensuring these guidelines are followed.

4 DEFINITIONS

- 4.1 Terms not defined in this document may be in the University [glossary](#).

5 RELATED LEGISLATION AND DOCUMENTS

[Animal Care and Protection Act 2001](#)

[Australian Code for the Care and Use of Animals for Scientific Purposes 8th Edition 2013](#)

[Australian Code for the Responsible Conduct of Research](#)

[Guidelines to Promote the Wellbeing of Animals Used for Scientific Purposes](#)

6 FEEDBACK

- 6.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Research Committee
Administrator	Deputy Vice-Chancellor (Research)
Next Review Date	19/04/2020

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 22/08/2012
Amendment Authority and Date	Academic Board 26/03/2014; Research Committee 19/04/2017
Notes	This document replaces the Animal Ethics Committee Application Form Procedure