

# ANIMAL ETHICS COMMITTEE APPLICATION FORM GUIDELINE



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## 1 PURPOSE

- 1.1 CQUniversity's Animal Ethics Committee (AEC), hereafter the Committee, is responsible for assessing, providing clearance and monitoring the use and care of animals for any research or teaching projects undertaken at CQUniversity.
- 1.2 This guideline outlines how to complete and submit an application form for animal ethics clearance at CQUniversity.
- 1.3 The guideline contains 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).

## 2 SCOPE

- 2.1 This guideline applies to researchers and students wishing to apply for animal ethics clearance via CQUniversity's Animal Ethics Committee.

## 3 GUIDELINE

### Contact details

CQUniversity Animal Ethics Committee Secretary  
Tel: +61 (7) 4923 2603  
Email: [ethics@cqu.edu.au](mailto:ethics@cqu.edu.au)

### General guidelines

- 3.1 Applications must be received and approved by the Committee before the project commences.
- 3.2 The Committee Secretary can help you interpret and complete the online application form.
- 3.3 The online application form is located on the Research Master system - <https://myresearch.cqu.edu.au>.
- 3.4 Write the application in plain English. Define and explain all terminology and acronyms. Check your spelling.

- 3.5 Students must consult with their Supervisor to determine if their project requires ethical clearance.
- 3.6 With teaching protocols, students must be instructed appropriately in the care and use of animals prior to participation in experiments with live animals.
- 3.7 Researchers must be aware of their obligations under the Code, all applicable Commonwealth and State legislative requirements and CQUniversity policies.
- 3.8 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

- 3.9 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.
- 3.10 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 are Research, Teaching, Fauna Survey or Breeding Colony.
O4	Reason for application	Indicate 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 employees and student 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 Chief Investigator, 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 AEC 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 [Code 2.6.4-2.6.8].

## Section 4: Personnel

Section	Meaning/What is Required	Comments
P1 Presented as a searchable table for CQUniversity employees	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 Committee can ensure on behalf of the University 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 Committee 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 Teacher in Charge not be available.	
	List all other CQUniversity employees 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 describes the intended location where the activities will occur.	[Code 2.7.4(xii)]
Questions L2 to L7	These will appear according to the selections made in L1.	[Code 2.7.4(xii)]

### 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 e.g. power analysis.
A3 and A4	Transgenic/knockout or genetically modified animals.	[Code 2.4.27]
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 [Code 3.4].

### Section 7: Licences

Section	Meaning/What is Required	Comments
LP1	Specify if any permits are required e.g. scientific purposes permit from the Environmental Protection Agency; Biosafety; or Fisheries permits.	[Code 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.	[Code 1.18-1.20 and 2.7.4(viii)]
RRR1.2	Provide a statement outlining how you have considered and applied the principle of reduction.	[Code 1.21-1.27 and 2.7.4(viii)]
RRR1.3	Provide a statement outlining how you have considered and applied the principle of refinement).	[Code 1.28-1.30 and 2.7.4(viii)]
RRR2	Outline why animals are necessary for the project.	[Code 1.1(i), 1.3, 1.5-1.7]
RRR3 and RRR3.1	List any alternatives to the use of animals and whether any alternatives will be used or have been used.	[Code 1.18-1.20]
RRR4 and RRR4.1	Specify if the experiment is a repeat of an earlier project and why the repeat is necessary.	[Code 1.22–1.23]
RRR5 and RRR5,1	Specify whether any of the animals have been sourced or used in other experiments.	[Code 2.3.15]
RRR6 and RRR6.1	Indicate whether any of the animals will be used in other projects.	[Code 2.3.15]
RRR11 and RRR 11.1	Indicate if there is an opportunity to share tissues with other researchers.	[Code 2.7.4(x)] The 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.	[Code 3.3.35-3.3.36] Previously included in the 'Wildlife appendix'.
Forced exercise/diet modification PDFE and PDF	Relates to any activity involving diet restriction/modification and exercise.	[Code 3.3.25-3.3.29] [Guidelines section G]
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.	[Code 1.13, 2.74(v)(a) and 3.1.28] 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.

	If you are indeed intending to administer substances until death of the animal occurs, then you will receive a notification that ministerial approval from the state in which the activity is occurring will be required.	
Euthanasia (including voucher specimens PDE and PDV)	This section will apply to fauna survey work as well as laboratory projects.	[Code 2.4.22, 2.58, 3.3.45-3.3.46, and 3.3.42 for voucher specimens] 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.
Marking/Tagging	Primarily for fauna survey work - Requires the completion and uploading of a Capture template within the application.	[Code 3.3.6 and 3.3.40]
Transportation	Primarily for fauna survey work. Replaces questions previously covered in the Wildlife Appendix.	[Code 3.2.5-3.2.8 and 3.3.37-3.3.39]
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.	[Code 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. [Code 2.4.8(x), 3.3.8-3.3.15]	[Code 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 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	[Code 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.	[Code 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: 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.	[Code 4.12]
T8	When and how will students be made aware of the Australian Code and the relevant state legislation (eg Qld Animal Care and Protection Act 2001).	[Code 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.	[Code 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.	[Code 2.5(ii)]
ACW2	Describe the method and frequency of <b>routine</b> monitoring.	[Code 2.4.7(xv), 2.4.16 and 2.4.18] Detail how the wellbeing of animals will be assessed throughout the project.
ACW3	Describe the method and frequency of monitoring, during and after any procedures.	If an approved Standard Operating Procedure 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.	[Code 2.4.18(viii) and 2.4.18(ix)]
ACW5	Identification of known and potential causes of adverse impacts, both experimental and nonexperimental, on the wellbeing of an animal.	[Code 2.7.4(xiv)(c)]
ACW6	Details on how causes identified in ACW5 will be avoided, minimised or managed.	[Code 2.7.4(xiv)(c)]
ACW7	Longest period animals will be left unchecked.	[Code 2.7.4(xi)]
ACW8	Total time animals involved in project.	[Code 2.7.4(xi)]

ACW9	At what point would you intervene to kill or treat the animal to alleviate its pain or suffering.	[Code 2.4.18(viii) and 2.4.18(ix)]
ACW10	Environmental enrichment for animals.	[Guidelines 4.44 and section E]
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 employees?	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 Genetically Modified Organisms or other Biohazards are involved.	[Code 2.4.25-2.4.26) 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 chief investigator
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 employees 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.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The Ethics Coordinator is responsible for implementing, monitoring, reviewing and ensuring compliance with this guideline.

## 5 DEFINITIONS

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



## 6 RELATED LEGISLATION AND DOCUMENTS

[Animal Care and Protection Act 2001](#) (QLD)

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

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

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

## 7 FEEDBACK

7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Research Committee
Advisory Committee to Approval Authority	N/A
Administrator	Deputy Vice-Chancellor (Research)
Next Review Date	18/03/2023

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; Research Committee 18/03/2020.
Notes	This document replaced the Animal Ethics Committee Application Form Procedure (30/06/2016).