

 **VICTORIA UNIVERSITY ANIMAL ETHICS COMMITTEE**

|  |
| --- |
| **APPLICATION FOR APPROVAL TO USE ANIMALS IN A TEACHING PROJECT** |

**AEC \_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **CONDITIONS OF APPROVAL** |
| All matters pertaining to the conduct of the approved project are to be reported to the Animal Ethics Committee (AEC), which maintains oversight in accordance with licence conditions for the Licence SPPL 20309 from the Department of Economic Development, Transport, Jobs and Resources (the Department).Any variation proposed to the project, and the reasons for that change, must be submitted to the AEC for approval and must not be implemented until approval is granted. These changes include requests for(a) Minor amendments(b) Extension of time(c) Change of primary investigators (d) Addition or deletion of co-investigators (including Honours and Postgraduate students).All activities involving the use of animals must occur as specified within the approved application or cited AEC approved SOPs. Records pertaining to training, numbers of animals used, monitoring and the nature, timing and detail of all experimental activities must be maintained. These records may be inspected at any time by the AEC, the Animal Welfare Officer or the Department. Records of animal monitoring must be kept in a location accessible to all personnel involved in animal care. Various guidelines have been written to assist investigators to meet their legal obligations in respect to record keeping. These guidelines are available for reference on the VU Animal Ethics website.**If a modification is required the AEC Executive Officer must be contacted to obtain the Word version of the currently approved application**. Annual and final reports MUST be submitted to the AEC by the due date.The project should only be conducted in approved premises nominated on the Licence SPPL 20309. Use of other premises requires notified to the AEC via a Fieldwork Notification (only when other premises are not covered by the licence).Any unexpected incidents or complications that result in deaths, euthanasia or pain and suffering for the animals used in the project must be reported to the AEC via an Adverse Incident Report. Details of the steps taken to deal with adverse incidents must be included in the notification.A record of details of any animals used in the project must be retained and is subject to inspection by the AEC and the Department for auditing and monitoring purposes.Should the numbers of animals used for teaching exceed that estimated for the first year of the ethics application, the primary investigator should submit a request for a minor amendment to update the numbers accordingly. |

|  |
| --- |
| **Declaration by the chair of the AEC** |
| I certify that this project has been considered and approved by the Victoria University Animal Ethics Committee. The period of approval for the project is \_ \_/\_ \_/\_ \_ \_ to \_ \_ /\_ \_ /\_ \_ \_ \_ |
| **Name of AEC Chair:** |  |
| **Signature:** |  |
| **Date:** |  |

|  |
| --- |
| **IMPORTANT INFORMATION FOR ALL APPLICANTS:** |
| Applicants are advised to follow the instructions highlighted in this application form.* Ensure all questions are appropriately answered in plain language
* All applications must be signed and approved by all relevant parties. Applications will not be processed without appropriate approval
* Ethical approval will only be finalised once an electronic copy, a signed original and a hard copy have been received by the Secretary of the AEC
* To avoid unnecessary delays, please ensure a full application (signed original copy, electronic copy, hard copy, attachments and appendices) are received by the Animal Experimental Ethics Committee by the submission deadline for the AEC
* Please consider the environment; double sided copying is preferred.

For further information, refer to the Animal Research Ethics website: [*http://research.vu.edu.au/aeec.php*](http://research.vu.edu.au/aeec.php) or contact the Animal Experimental Ethics Committee via email at aeec@vu.edu.au.**YOU ARE REMINDED THAT YOUR PROJECT MAY NOT COMMENCE WITHOUT FORMAL WRITTEN APPROVAL FROM THE APPROPRIATE ANIMAL RESEARCH ETHICS COMMITTEE.** |
| **Forwarding Details** |
| All hard copy applications to be delivered to:**The Victoria University** **Animal Ethics Committee**Research Services Victoria UniversityPO Box 14428 Melbourne VIC 8001.**Or** in person to:Research Strategy, Policy and InfrastructureResearch StrategiesBuilding C, Room C302 Footscray Park campus. | Electronic applications are to be forwarded to: **The Victoria University** **Animal Ethics Committee:**E-mail: aeec@vu.edu.au |

|  |
| --- |
| **SECTION 1 - ADMINISTRATION**  |

|  |
| --- |
| * 1. **Unit Details**
 |
| Course |
| Unit Code |
| Unit Title |

|  |
| --- |
| **1.2 Course /Unit Coordinator**The person nominated asthe Course/Unit Coordinator has legal responsibility for the animals.( Code 4.9-4.14) |
| Name (title, given name, family name) |       |
| Department/school/institute/centre |       |

|  |
| --- |
| **1.3 AEC Approved SOPs And Guidelines**List each AEC approved SOP or Guideline cited in this application  |
|  |       |
|  |       |

|  |
| --- |
| **1.4 Duration Of Project** **Applicants may request approval for up to three (3) years.** Teaching activities involving the use of animals must not start before receipt of written approval. **DO NOT** nominate a date before that of the next AEC meeting. Email aeec@vu.edu.au for meeting dates. |
| Proposed commencement date: | Day       | Month       | Year       |
| Expected completion date: | Day       | Month       | Year       |

|  |
| --- |
| **1.5 Animals Requested** **(if utilizing more than one species please separate information within the application form.)** |
| **Species**(and common name) | **Strain Name**Indicate if animal strain has resulted from spontaneous mutation, genetic modification or cloning. If appropriate, complete Appendix 1. | **Sex** | **Age** | **Total Number**  |
|       |       |       |       |       |
|       |       |       |       |       |

|  |
| --- |
| **1.6 Risk Management** |
| 1. Does this project involve procedures or agents that might pose a health risk to other animals and/or personnel?

If yes, please explain the risk and describe what precautions will be taken.       |  **[ ]** Yes **[ ]** No |

|  |
| --- |
| **1.7 Permits**  |
| 1. Is, or will, the acquisition, holding or use of the animals be subject to any permits?
 |
| Field Work Notification e.g. house animals at anotherInstitution/handing animals in the field  | **[ ]** Yes **[ ]** No  | Permit No.        |
| Wildlife license  | **[ ]** Yes **[ ]** No  | Permit No.        |
| Office of the Gene Technology Regulator (OGTR) | **[ ]** Yes **[ ]** No  | Permit No.        |
| Other (List) | **[ ]** Yes **[ ]** No  | Permit No.        |

|  |
| --- |
| **SECTION 2 – JUSTIFICATION FOR THE USE OF ANIMALS**  |

|  |
| --- |
| The AEC must be satisfied that the use of animals is justified, based on whether the educational value of the work outweighs the potential impact on the animals being used. The purpose of *The* *Australian Code Of Practice For The Care And Use Of Animals For Scientific Purposes* (*The* *Code*) is to ensure the ethical use and the humane care of animals used for scientific purposes.*The* *Code* emphasises the responsibilities of investigators, teachers and institutions using animals to:* Ensure that the use of animals is justified, taking into consideration the scientific or educational benefits and the potential effects on the welfare of the animals
* Ensure that the welfare of animals is always considered
* Promote the development and use techniques which replace animal use in scientific and teaching activities wherever possible
* Minimise the number of animals used in projects and
* Avoid pain or distress for each animal used in scientific and teaching activities.

To this end, there is a need in scientific and teaching activities to consider the:* *Replacement* of animals with other methods
* *Reduction* in the number of animals used and
* *Refinement* of techniques used to reduce the impact on animals.

**UNSATISFACTORY COMPLETION OF THIS SECTION WILL RESULT IN A REQUEST FOR REVISION OF THE APPLICATION.**Overall, answers provided in the following subsections should provide AEC members, particularly external lay and welfare members, with a clear idea of why the experiments are necessary and what will happen to the animals. |

|  |
| --- |
| **Where scientific language is deemed unavoidable it must be supported by suitable plain English, in the text or in a glossary of terms.****All information provided in this application must be in language that can be understood by an interested, intelligent person without a scientific background. Do not use scientific jargon and abbreviations.****Glossary of Terms** |
| Scientific Term | Lay Description |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **2.1 Course/Unit Summary** |
| 1. State the educational objectives of the course/unit.
 |
| 1. Briefly outline how the course/unit is designed to achieve its objectives, including why it is necessary to use animals and what will happen to the animals.

This section should provide the AEC members with an understanding of the reasons behind the request for approval to use animals. It should be a summary only, with a maximum of 250 words. Expanded detail of the procedures on animals is required in Section 3.3.6. |
| 1. Describe how the course/unit is evaluated to determine that the educational objectives are achieved.
 |
| 1. Does this project relate to any previously approved or submitted projects? If so, please give full details.
 |

|  |
| --- |
| **2.2 Potential Benefits Of The Project** |
| 1. Explain the significance and the potential benefit of the proposed course/unit.
 |

|  |
| --- |
| **2.3 Procedures Used On animals In This Project** |
| **List each procedure (including humane killing) and the maximum number of times the procedure will be undertaken on an individual animal and what you will do to minimise the impact to the animal (refinement): do not include detail of the actual procedure (this is required in section 3); ensure each procedure is listed in section 4.** |
| Procedure | Number of times procedure undertaken on any individual animal  | How will you minimise impact to the animal? |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **2.4 Impact On Animal Wellbeing And Welfare**  |
| Consider each of the procedures listed in Section 2.3 and indicate the potential impact to animal wellbeing as a result of the cumulative effect of all procedures throughout the duration of the project. Ensure consideration is given to phenotype and experimental model/interventions and age of the animals used. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Normal  | Slight change/impact | Moderate change/impact | Severe change/impact |
|  |  | acute | chronic | acute | chronic | acute | chronic |
| Absence of hunger |  |  |  |  |  |  |  |
| Provision of nutrition |  |  |  |  |  |  |  |
| Absence of thirst |  |  |  |  |  |  |  |
| Comfortable resting |  |  |  |  |  |  |  |
| Thermal comfort |  |  |  |  |  |  |  |
| Ease of movement  |  |  |  |  |  |  |  |
| Absence of injuries/wounds |  |  |  |  |  |  |  |
| Absence of disease/illness |  |  |  |  |  |  |  |
| Absence of pain |  |  |  |  |  |  |  |
| Circulating blood volume |  |  |  |  |  |  |  |
| Expression of social behaviours |  |  |  |  |  |  |  |
| Ability to manipulate environment |  |  |  |  |  |  |  |
| Absence of restraint |  |  |  |  |  |  |  |
| Cognitive function |  |  |  |  |  |  |  |

|  |
| --- |
| **2.5 Specific Procedures With High Risk Of Severe Impact To Animal Wellbeing**  |
| 1. Please indicate if the project involves any of the following:

Death as an end point.(i.e. the investigator will not intervene to kill the animal humanely before death occurs in the course of a scientific activity; such projects require approval from the Department).Production of monoclonal antibodies by ascites method.Extended periods of restraint.  | **[ ]** Yes **[ ]** No**[ ]** Yes **[ ]** No**[ ]** Yes **[ ]** No |

|  |
| --- |
| **2.6 Repeated Use Of Animals** |
| 1. Have any of the animals been the subject of a previous teaching activity?

If yes, provide AEC Number/s of the other project/s, describe what was done to the animals previously and justify their use in this course/unit.       | **[ ]** Yes **[ ]** No |
| 1. Are animals being used in multiple units?

If yes, describe how records are kept so that the cumulative impact of the procedures performed on the animals in all units can be monitored and managed.      | **[ ]** Yes **[ ]** No |

|  |
| --- |
| **SECTION 3 – COURSE/UNIT DETAILS** |

|  |
| --- |
| **3.1 Replacement***The* *Code* specifies that techniques that totally or partially replace the use of animals for scientific purposes must be sought and used wherever possible. Refer to *The* *Code* Section 2.4.6 (iii). In order to complete this section a relevant and up to date search of alternative websites and databases is required. Suitable websites and databases include: * <https://awic.nal.usda.gov/alternatives>
* <https://www.nc3rs.org.uk/the-3rs>
* http://guides.lib.ucdavis.edu/animalalternatives/.
 |
| 1. Provide details of the search conducted to find alternatives to the use of animals for this project. Include a list of the websites and databases visited, the date visited and the years and key words that the search encompassed.
 |
| 1. Have alternatives that totally or partially replace the use of animals been incorporated into this project?
 |
|  **[ ]** No | If no, provide a list of potential alternatives and explain why they are unsuitable for use in this project.      |
| **[ ]** Yes | If yes, please describe what alternatives are to be used in this course/unit.      |
| 1. Are alternatives that totally or partially replace the use of animals being considered or developed for incorporation into this course/unit?
 |
|  **[ ]** No | If no, explain why this is not possible.      |
| **[ ]** Yes | If yes, please describe what alternatives are being considered or developed and indicate when the may be incorporated into this course/unit      |

|  |
| --- |
| **3.2 Reduction***The* *Code* specifies that animal users must be clear about the minimum number of animals required in each experimental and/or treatment group to reach statistical significance. Refer to *The* Code Section 1.21-1.26, 2.4.6, 2.4.8 (ix) and 4.9. |
| **3.2.1 Justification For Number Of Animals Requested** |
| 1. Please provide the following details:
 |
| The maximum number of students to be supervised by each teacher. |       |
| The minimum and maximum number of animals to be used by each student. |       |
| The maximum number of times each animal will be used. |       |
| 1. Justify the number of animals requested.

The justification may be based, as appropriate, on statistical considerations or on student: teacher ratios, student: animal ratios etc. In some case it may be better to use more animals in order to minimise the impact on individual animals. |
| 1. To reduce animal use, would the animals or their tissues, at the conclusion of your course/unit, be suitable for use in another project? Identify the project if known.
 |

|  |
| --- |
| **3.3 Refinement***The* *Code* specifies that animal users must fully detail all activities involving animals and must minimise any of their adverse impacts - refer to *The* *Code* Sections 1.10-1.14 and 2.4.8.(xv-xxi). A step-by-step description of what will happen to each animal including transportation, acclimatisation, conditions of housing and handling must be given in this section. A step-by-step description of all other procedures conducted on animals must be given in Section 3.3.6. |

|  |
| --- |
| **3.3.1 Choice Of Animal** |
| Justify your choice of animal, including why is it necessary to use the species, strain, sex and age requested?       |

|  |
| --- |
| **3.3.2 Genetic Modification Of Animals** |
| Does the project involve the use or production of genetically modified animals (e.g. transgenic, knockout, spontaneous genetic mutation)?  |
| **[ ]** No |  |
| **[ ]** Yes | If yes, please complete Appendix 1 and provide evidence of approval from the Institutional Biosafety Committee. |

|  |
| --- |
| **3.3.3 Cloning Of Animals** |
| Does the project involve the use or production of cloned animals?  |
| **[ ]** No |  |
| **[ ]** Yes | If yes, please complete Appendix 1. |

|  |
| --- |
| **3.3.4 Source Of Animals**If animals are to be sourced from municipal pounds, you must comply with *The Code Of Practice For The Use Of Animals From Municipal Pounds In Scientific Procedures.* |
| 1. From where will the animals be obtained?
 |
| 1. Will animals need to be transported from the source location to the location where they will be held for this project?
 |
| **[ ]** No |  |
| **[ ]** Yes | If yes, provide details of transportation and acclimatisation. If these procedures differ from the Department approved procedures please give a full justification. |

|  |
| --- |
| * + 1. **Location Of Animals And Housing**

Refer to *The* *Code of Practice for the Housing and Care of Laboratory Mice, Rats, Guinea Pigs and Rabbits* if using these species, in particular Appendix 1. |
| 1. Where will animals be housed?
2. If outdoors, please give details of shelter provided. If, contrary to the needs of the species, no shelter is provided, justify the lack of shelter.
 |
| 1. Where will procedures be performed? If animals need to be transported from where they are housed to where the procedures are carried out provide details of how this will be done if necessary please supply a *Fieldwork Notification* Form.
 |
| 1. What type of housing will be used? Include details of methods used to ensure that housing meets the specific requirements of the animals being held. Describe any special housing requirements.
 |
| 1. Will animals need to be acclimatised to their new housing? If so, provide details.
 |
| 1. Will any animals need to be housed individually?
 |
| **[ ]** No |  |
| **[ ]** Yes | If yes, explain why, for how long and how the impact of social isolation be minimised? |

|  |
| --- |
| **3.3.6 Course/Unit Description****Refer to *The* *Code* Section 2.4.6-2.4.8, 3.3 and 4.9.**This section should provide a1. Detailed description of the design of the course/unit
2. Timeline and a detailed description of all procedures conducted on all animals, including the sequence and timing of events. Particular emphasis should be placed on describing what will happen to each animal or group of animals (including controls) in chronological order from the time the animals are obtained until the time the project is completed. When multiple procedures are to be performed on individual animals, use a flow diagram or timeline to illustrate the number of procedures to be performed and the time interval between each procedure
3. Detailed description of the expected effect of the procedures on the animals
4. Detailed description of all surgical procedures, including asepsis, anaesthesia, pain management strategies and post-surgical monitoring
5. Table and a detailed description of all agents that are to be administered, including dose rates, volumes, needle gauges, routes of administration, number of administrations, time interval between administrations, brief description of the mechanism of action and expected physiological effects on the animals. These agents include anaesthetics, analgesics, antibiotics and euthanizing drugs
6. Table and detailed description of any sampling (e.g. blood), monitoring (e.g. blood pressure) or other procedures conducted on animals, including the method, volume and frequency of samples collected
7. Detailed description of any trapping, marking or tracking of wildlife or fish, including details of the type of trap, marking procedure or tracking device. See *The Code* Section 3.3.33-3.3.42
8. List of each procedure and specify whether or not students will carry out the procedure

**It is not necessary to include excessive detail about procedures that do not involve the use of live animals.** |
| Fully describe the involvement of animals in your Course/Unit      |

|  |
| --- |
| **3.3.7 Monitoring****Refer to *The* *Code* Section 3.1.1, 3.1.20-3.1.23** Teachers are responsible for monitoring the welfare of their animals. This responsibility begins when an animal is allocated to the approved course/unit and ends with the specified fate of the animal at the completion of the course/unit.**Unexpected incidents that impact on the welfare of any individual animal or group of animals must be responded to immediately and reported to the AEC. Refer to *The* *Code* Section 3.1.24**All personnel identified in this section of the proposal must be aware of the criteria for monitoring the welfare of the animals and of how records are to be kept. **For housed animals, welfare monitoring checklists must be kept with the animal so as to be readily accessible to all nominated personnel and to animal facility staff.** |
| 1. Who will monitor the animals, day-to-day?
 |
| Monday to Friday |       |
| After hours (including weekends and holidays)  |       |
| 1. What specific signs will be monitored, day to day, and how frequently?

**Attach a copy of this project’s day to day monitoring checklist which shows how you will record these observations (see *Housing Code Appendix 4* for an example).**  |
| 1. What specific signs will be monitored after surgery or other invasive procedure and how frequently?

**Attach a copy of this project’s surgical or invasive procedure monitoring checklist which shows how you will record these observations *(see Housing Code Appendix 6* for an example).** |
| 1. What clinical, behavioural or other signs will be used to indicate that intervention is needed to alleviate an animal’s pain or suffering?
 |
| 1. What action will be taken if these indicators are reached? (E.g. increase in the frequency of observations, consultation with a veterinarian, administration of analgesics or other appropriate medication, withdrawal from the project, euthanasia etc.)
 |
| 1. Who is responsible for the management of emergencies?
 |
| Name       | Contact Telephone No.       |
|  Please indicate the fate of the animals/means of euthanasia in the event of an emergency and the level of experience that the nominated personnel have in this area. See also *SOP 023(2015).Emergency Procedure for Unwell Animals*. |

|  |
| --- |
| **3.3.8 Fate Of The Animals** |
| 1. What is the maximum period of time that an individual animal or group of animals will be used in this project?
 |
| 1. What will happen to the animals at the completion of the project?
* Returned to the holding facility
* Returned to the wild
* Killed. If killed please specify how this will be performed.

|  |
| --- |
|  |

Is this the preferred technique according to *The* *Code*? (See also the *Guidelines to Promote the Wellbeing of Animals Used for Scientific Purposes*.) **[ ]** No **[ ]** YesIf no, please explain why it has been selected

|  |
| --- |
|  |

 |
| 1. Who will kill the animals and what is their level of experience?
 |
| 1. What will be the method of disposal of dead animals?
 |
| Biological Waste | **[ ]** Yes **[ ]** No |
| Other | Describe       |

|  |
| --- |
| **SECTION 4 - DETAILS OF PERSONNEL INVOLVED IN THE COURSE/UNIT** |

|  |
| --- |
| Teachers have legal responsibility for the welfare of the animals they use and must act in accordance with all requirements of *The* *Act*, *The* *Regulations*, *The* *Code* and the AEC. This responsibility begins when an animal is allocated to the approved course/unit and ends with the specified fate of the animal at the completion of the course/unit.**Refer to *The* *Code* Section 2.4.16 and 2.5.1-2.5.3**Excluding qualified Animal House staff who routinely work in the Animal House, all other personnel working with animals must be signatories to this application, including sessional lecturers and research assistants. The students enrolled in the unit do not need to be included as signatories. Once the project has been approved, Primary Investigators are responsible for ensuring that any new staff members involved in the project is added via a *Request to Add or Delete Co-Investigators* form.The AEC must be assured that all personnel, including sessional teachers, working on live animals in this course/unit are appropriately experienced, or will be adequately trained and supervised in the techniques described. A global statement of experience with animal-related techniques (e.g. "10 yrs.’ experience") is not sufficient.  |
| **4.1 Course/Unit Coordinator** |
| Name (title, given name, family name) |       |
| Qualifications |       |
| Department/ organisation |       |
| Position |       |
| Number of years of experience working with animals |       |
| Mobile number (for emergency use only) |       |
| Internal telephone no. (direct contact number) |       |
| Internal e-mail address |       |
| **Involvement In The Course/Unit** |
| Will you be carrying out techniques/procedures on live animals? | **[ ]** YesIf yes, complete details below. |
| **[ ]** No If no, details of expertise are not required.  |
| For each species and each technique/procedure, indicate competency or complete the arrangements for training section below. **Use a separate line for each procedure.** |
| Species | Technique/procedure Every procedure listed in Section 2.3 must be listed |  |
| Competent | Not competent | Trainer(s) |
|       |       |       |       |       |
|       |       |       |       |       |
| **Arrangements For Training**For each species and technique, nominate the person/s who will provide training and describe the level of expertise of that person. |
| **Name(s) of trainer** |
| Species | Technique/procedure Every procedure listed in Section 2.3 must be listed  | Level of expertise |
|       |       |            |
|       |       |            |
| Trainer(s) declaration: I/We have the relevant expertise and I/we accept responsibility to train and supervise the above person until I/we consider them to be competent in the necessary procedures.Trainer(s) signature(s): Date:       |

|  |
| --- |
| **4.2 Other Teachers** |
| Name (title, given name, family name) |       |
| Qualifications |       |
| Department/organisation |       |
| Position |       |
| Number of years of experience working with animals |       |
| Mobile number (for emergency use only) |       |
| Internal telephone no. (direct contact number) |       |
| Internal e-mail address |       |
| **Involvement In The Course/Unit** |
| Will you be carrying out techniques/procedures on live animals? | **[ ]** YesIf yes, complete details below. |
| **[ ]** No If no, details of expertise are not required.  |
|

|  |  |  |
| --- | --- | --- |
| Species | Technique/procedure Every procedure listed in Section 2.3 must be listed  |  |
| Competent  | Not competent  | Trainer(s) |
|       |       |       |       |       |
|       |       |       |       |       |

 |
| **Arrangements For Training**For each species and technique, nominate the person/s who will provide training and describe the level of expertise of that person. |
| **Name(s) of trainer** |
| Species | Technique/procedure Every procedure listed in Section 2.3 must be listed  | Level of expertise |
|  |  |  |
|  |  |  |
| Trainer(s) declaration: I/We have the relevant expertise and I/we accept responsibility to train and supervise the above person until I/we consider them to be competent in the necessary procedures.Trainer(s) signature(s): Date:       |

|  |
| --- |
| **4.2 Other Teachers** |
| Name (title, given name, family name) |       |
| Qualifications |       |
| Department/ organisation |       |
| Position |       |
| Number of years of experience working with animals |       |
| Mobile number (for emergency use only) |       |
| Internal telephone no. (direct contact number) |       |
| Internal e-mail address |       |
| **Involvement In The Course/Unit** |
| Will you be carrying out techniques/procedures on live animals? | **[ ]** YesIf yes, complete details below. |
| **[ ]** No If no, details of expertise are not required.  |
|

|  |  |  |
| --- | --- | --- |
| Species | Technique/procedure Every procedure listed in Section 2.3 must be listed  |  |
| Competent  | Not competent  | Trainer(s) |
|       |       |       |       |       |
|       |       |       |       |       |

 |
| **Arrangements For Training**For each species and technique, nominate the person/s who will provide training and describe the level of expertise of that person. |
| **Name(s) of trainer** |
| Species | Technique/Procedure Every procedure listed in Section 2.3 must be listed  | Level of expertise |
|  |  |  |
| Trainer(s) declaration: I/We have the relevant expertise and I/we accept responsibility to train and supervise the above person until I/we consider them to be competent in the necessary procedures.Trainer(s) signature(s): Date:       |

|  |
| --- |
| **SECTION 5 - COURSE/UNIT COORDINATOR DECLARATION** |
| I hereby declare that:1. I have read Part III of the *Prevention of Cruelty to Animals Act 1986* (the *Act*), the *Regulations 1997* and the current version of the *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes* (*The* *Code*), and accept the responsibilities detailed therein.
2. I accept responsibility for the conduct of all experimental procedures detailed in this application, in accordance with requirements of *The* *Act*, *The Regulations*, *The* *Code* andthe Animal Ethics Committee.
3. I have listed each person engaged in this project under Section 4 and consider that they have the qualifications, experience and training appropriate for their role in the project and that they are competent to perform procedures described to the extent of their role. If any person is not already skilled in the procedures, I will ensure that they obtain all necessary training in advance of performing any procedure independently. All personnel have been made aware of their role and responsibilities in this project, and have been given copies of all necessary documentation.
4. I will provide annual and final reports to the AEC by the due date.
5. I understand and agree that research documents, animal records and data may be subject to inspection by the AEC and the Department for auditing and monitoring purposes.

The Animal Facility Manager has been made aware of requirements for this application. |
| **Course/Unit Coordinator Name:** |       |
| **Course/Unit Coordinator Signature:** |  |
| **Date:** |       |

|  |
| --- |
| **SECTION 6 – TEACHER DECLARATION** |
| I hereby declare that:1. I am familiar with Part III of the *Prevention of Cruelty to Animals Act 1986* (the Act), associated Regulations and the current version of the *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes* (*The* *Code*) and accept the responsibilities detailed therein to the extent of my involvement in this project.
2. I accept responsibility for the conduct of all experimental procedures detailed in this application that I undertake, in accordance with the requirements of *The* *Act*, *The* *Regulations*, *The* *Code* and the Animal Ethics Committee.
 |
| **Teacher’s Name** | **Teacher’s Signature** | **Date** |
|       |  |       |
|       |  |       |
|       |  |       |

|  |
| --- |
| **SECTION 7 - ANIMAL FACILITY MANAGER DECLARATION**The signature of the animal facility manager is required if animals are to be obtained from or housed in the animal facility. |
| I confirm that the required animals can be obtained from and/or housed in the animal facility:  |
| **Animal Facility Manager’s Name:** |       |
| **Animal Facility Manager’s Signature:** |  |
| **Date:** |       |

|  |
| --- |
| **SECTION 8 – CONFLICT OF INTEREST** |
| Is there any affiliation or financial interest for researchers in this research or its outcomes or any circumstances which might represent a perceived, potential or actual conflict of interest?**[ ]** Yes **[ ]** NoIf Yes, provide brief details.      |

|  |
| --- |
| **SECTION 9 - HEAD OF DEPARTMENT DECLARATION** |
| I acknowledge that it is my responsibility to ensure that staff of the department and those working under their supervision who use animals for scientific purposes comply with the conditions laid down by:1. The *Prevention of Cruelty to Animals Act 1986 and Regulations 1997*
2. The current version of the *Australian Code Of Practice For The Care And Use Of Animals For Scientific Purposes*
3. The Animal Ethics Committee.

I certify that the animals required for this project can be provided, housed and maintained at a standard consistent with the requirements of the *Act*, the *Regulations*, *The* *Code* and any other condition laid down by the Animal Ethics Committee and that approval of this course/unit will not compromise the conditions under which other animals in the institution are held. |
| **Name:** |       |
| **Signature:** |  |
| **Date:** |       |

**Please Note: Digital signatures are acceptable with the exception of the Course/Unit Coordinator which must be an original signature. The onus is on the Course/Unit Coordinator to ensure that all teachers have read the application or revised application.**

Appendix 1

|  |
| --- |
| **Genetic Modification or Cloning of Animals Report** |
| *This report must be completed for all projects involving the use or production of genetically modified animals.* |
| **A. Animal Details** (*A separate report is required for each strain)* |
| **Species****(and common name)** | **Strain Name** | **Background Strain** |
|  |  |  |
| 1. **Genotype** *(If applicable for cloned animals)*
 |
| 1. Describe the function/s of the gene/s that have been/will be modified?
 |
| 1. Explain the relevance of the genetic modification to the project
 |
| 1. Will tissue be collected to use for genotyping?
 |
| **[ ]** No |  |
| **[ ]** Yes | If yes, describe how and when. |
| 1. What will be the fate of animals that are not of the appropriate genotype?
 |
| 1. **Phenotype**
 |
| 1. Is the phenotype of this strain well-characterised?
 |
| **[ ]** No | If no, briefly describe the *potential* or *anticipated* behavioural, physiological, reproductive and developmental features of the strain and identify whether the modification/s will affect the health, welfare, breeding or lifespan of the animals. |
| **[ ]** Yes | If yes, briefly describe the *known* behavioural, physiological, reproductive and developmental features of the strain and identify whether the modification/s will affect the health, welfare, breeding or lifespan of the animals. |
| 1. Does the strain require any special husbandry?
 |
| **[ ]** No |  |
| **[ ]** Yes | If yes, describe the particular requirements for care. |
| 1. **Breeding**
 |
| 1. Describe the breeding program (e.g. heterozygous, homozygous, back-crossing) that will be used to produce the genetically modified or cloned animals to be used in the project. Provide estimates of the number of animals that will be used in the breeding program.

**NOTE: Records of the number of animals used as part of the breeding program (including animals culled because of inappropriate genotype)** **must be maintained and provided to the AEC and Bureau of Animal Welfare on request**. |