Please email completed form to [PIRSA.AnimalEthics@sa.gov.au](mailto:PIRSA.AnimalEthics@sa.gov.au)

**This form is NOT to be used for Teaching or Breeding Colony Maintenance applications.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Office Use  Only | **Project Number:** | Enter text | **Date Received:** | Enter date | **Revision Number:** | Enter text |

|  |  |
| --- | --- |
| Title of Project | Enter text |
| Name of Primary Applicant | Enter text |
| Species/Strain(s) | Enter text |
| Procedure Types (Refer Q7) | Enter text |
| Pain Classifications  (Refer Q8) | Enter text |

|  |  |
| --- | --- |
| Expected date for animal use to begin | Enter text |
| Expected date for animal use to end | Enter text |
| Project duration | Enter text |
| Does this application relate to a previously approved protocol?  If so, give previous approval number(s) | Yes  No  Enter text |
| Have reports on these projects been lodged? | Yes  No |
| Does this project involve any of the following? | Honours Student  Masters Student  PhD Student |
| Funds source  (Grant ID if applicable) | Enter text |
| Approval to share information | By submitting this application I give approval for this application and any information relating to it to be shared by South Australian Animal Ethics Committees and the Animal Welfare Unit within the Department for Environment and Water for the purposes of administration, approval and monitoring.  I approve |
| Declaration of interest | Is there any actual or potential interest, including financial interest or other relationship or affiliation by any research/team member involved in the project that may affect judgements and decisions regarding the wellbeing of the animals involved? See Code [Clause 2.7.4](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes#toc__1229)  Yes  No  If Yes, outline the potential and any steps to be taken to ensure the ethical integrity of the project.  Enter text |

Primary Applicant

Reminder: All Honours/Masters and PhD studies must be approved by an AEC. The applicant must be the degree candidate supervisor.

|  |  |  |
| --- | --- | --- |
| Name (include title) | Enter text | |
| Applicant's Institution and Department | Enter text | |
| Contact details  (including after hours) | Email | Enter text |
| Phone | Enter text |
| Mobile | Enter text |
| Correspondence to | Enter text | |

Co-applicant

|  |  |  |
| --- | --- | --- |
| Name (include title) | Enter text | |
| Institution and Department | Click or tap here to enter text. | |
| Contact details  (including after hours) | Email | Enter text |
| Phone | Enter text |
| Mobile | Enter text |

Other Applicant(s)

|  |  |  |
| --- | --- | --- |
| Name (include title) | Enter text | |
| Institution and Department | Enter text | |
| Contact details  (including after hours) | Email | Enter text |
| Phone | Enter text |
| Mobile | Enter text |
| Name (include title) | Enter text | |
| Institution and Department | Enter text | |
| Contact details  (including after hours) | Email | Enter text |
| Phone | Enter text |
| Mobile | Enter text |
| Name (include title) | Enter text | |
| Institution and Department | Enter text | |
| Contact details  (including after hours) | Email | Enter text |
| Phone | Enter text |
| Mobile | Enter text |
| Name (include title) | Enter text | |
| Institution and Department | Enter text | |
| Contact details  (including after hours) | Email | Enter text |
| Phone | Enter text |
| Mobile | Enter text |
| Name (include title) | Enter text | |
| Institution and Department | Enter text | |
| Contact details  (including after hours) | Email | Enter text |
| Phone | Enter text |
| Mobile | Enter text |

1. Short Lay Summary (maximum 100 words)

A lay summary is a brief summary of a research project that is used to explain complex ideas and technical and scientific terms to people who do not have prior knowledge about the subject.

Enter text

2. Provide a lay description of the project, its aims and its hypothesis.

Enter text

3. Animals Required

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Common Name | Scientific Name | Strain | Sex | Age or  Size | Number/  Month | Total number for duration  of project | Explanation if total number is  unknown |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |

4. Animals Source and Housing

AEC approval of a project does not guarantee that animals, space for holding them, or assistance from animal facility staff, will be automatically available. Liaison with management of the animal facility is essential prior to submitting this form.

I have liaised with the relevant animal facility and have confirmation that the required resources are available.

|  |  |
| --- | --- |
| Source | Enter text |
| Animals held at (including location, room number etc) | Enter text |
| Transport requirements | Enter text |
| Procedures performed at | Enter text |
| Maximum number housed at any one time | Enter text |
| Maximum time held | Enter text |
| Special considerations.  Is any special feeding, handling or isolation required? | Enter text |
| Have any of the animals been the subject of previous scientific or teaching activity? (i.e. Reuse: Code ref (see [Clauses 1.22–1.24](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes#toc__167) and [2.3.15](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes#toc__622))  If so, explain why they are to be used again and include details of the previous use. | Enter text |

5. Other authorisations required: licence/permit number for teaching, research or experimentation in South Australia under the Animal Welfare Act 1985.

Other licence or permit numbers may be under the National Parks and Wildlife Act 1972, Protected native or imported species; Australian Bird and Bat Banding Scheme (ABBBS) Banding Authority; Ministerial Exemption under Section 115 of the Fisheries Management Act 2007; SA Health Department Controlled Substances Licence (if required).

Please provide details of the permit/licence number and holder.

Enter text

6. Purpose of the Project (cross primary purpose only)

|  |  |
| --- | --- |
|  | The understanding of human or animal biology. |
|  | The maintenance or improvement of human or animal welfare. |
|  | The improvement of animal management or production. |
|  | The achievement of education objectives. |
|  | Environmental study. |

7. Procedure Category (cross all appropriate categories)

|  |  |
| --- | --- |
|  | Observational Studies: e.g. behavioural study, feeding trial, pitfall trapping, obtaining weights and body measurements. |
|  | Animal Unconscious: No Recovery: animal killed prior to commencement of project or killed while under general anaesthetic e.g. killing animals for voucher specimens. |
|  | Minor Conscious Intervention: No Anaesthesia: e.g. injections, leg-banding, blood sampling, fitting radio-collars, attaching transmitters with glue or tape, toe or ear clipping for identification purposes, implanting microchips without anaesthesia. |
|  | Minor Procedures with Recovery: e.g. organ biopsies, attaching radio-collars or transmitters under anaesthesia, implanting microchips under anaesthesia, removing teeth, micro CT, embryo transfers. |
|  | Major Surgery with Recovery: e.g. bone surgery, implanting abdominal radio-transmitters. |
|  | Minor Physiological Challenge: e.g. minor infection, minor or moderate genetic deformity, early oncogenesis; residue testing. |
|  | Major Physiological Challenge: e.g. major infection, oncogenesis without pain alleviation; environmental deprivation for extended periods. |
|  | Death as an Endpoint: e.g. lethality testing, vaccine testing where death is a planned and necessary part of the study (see Code definition and [Clause 1.13](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes#toc__167)). |

8. Pain/Distress Classifications (cross where appropriate)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Category | Procedures | Extent and duration of suffering |
|  | No pain or distress | Enter text | Enter text |
|  | Mild pain or distress | Enter text | Enter text |
|  | Moderate pain or distress | Enter text | Enter text |
|  | Substantial pain or distress | Enter text | Enter text |
|  | Severe pain or distress (Animals in this category must be humanely killed) | Enter text | Enter text |

9. Using lay language describe what happens to the animals from the time they are obtained until the time the project is completed.   
(background scientific data should be included in Q10)

Enter text

10. Experimental Plan and Flow Chart

Enter text

If required, attach flow chart at end of document.

11. Administered Substances

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Administered Substance | Dose Rate  (mg/kg) | Frequency | Route  administeredand needle size | Concentration (mg/ml) & total dose (mg) to be given | Possible adverse effects of administration or withdrawal of substance |
| Anaesthetic Agents | Enter text | Enter text | Enter text | Enter text | Enter text |
| Post-Operative Analgesia | Enter text | Enter text | Enter text | Enter text | Enter text |
| Tranquillisers | Enter text | Enter text | Enter text | Enter text | Enter text |
| Antibiotics | Enter text | Enter text | Enter text | Enter text | Enter text |
| Other Substances | Enter text | Enter text | Enter text | Enter text | Enter text |
| Research Compounds/Test  Substances/Devices/  Biologicals | Enter text | Enter text | Enter text | Enter text | Enter text |
| Humane Killing Agents | Enter text | Enter text | Enter text | Enter text | Enter text |

11.1 What experience do you have in using these agents?

Enter text

11.2 If this project involves the use of an administered substance/compound for which you do not have full knowledge of its effects, how are you going to manage this? (e.g. perform a pilot study)

Enter text

11.3 If novel test compounds are to be used in an experiment or screening assay, what is known about the toxicity of these compounds? Please explain how this information is to be found or the lack of knowledge managed.

Enter text

12. Animal Number Justification

12.1 Please refer to POWER calculations to explain how the animal numbers are derived.

* Multiple power calculations are required in applications featuring more than one experiment, i.e. where completely separate groups of animals are used to produce different outcome measures.
* Refer to [\*GPower](http://www.softpedia.com/get/Science-CAD/G-Power.shtml) calculation tool for assistance.
* There are a minority of instances where Power calculations are not possible. In such instances, applicants need to fully justify to the AEC how the proposed animal use meets, but does not exceed, the experimental goals.

|  |  |
| --- | --- |
| For each power calculation, the following information is required: | |
| 1. What is the key outcome measure of interest? | Enter text |
| 1. What is the effect size of minimum biological significance? *(i.e. the smallest difference between groups that is of biological interest)* | Enter text |
| 1. What is the estimated standard deviation (SD) of this outcome measure?   *(****Note:*** *An estimate of the SD can be derived from personal experience, from previously published work by others, from pilot data, or from the results of related experiments)* | Enter text |
| 1. What power level (1-beta) and statistical significance (alpha) will be employed?   *(****Note:*** *A combination of high power and stringent significance greatly increases sample size. Where appropriate, please justify)* | Enter text |
| 1. What statistical test will be employed for data analysis?  And, will data be analysed using a one- or two-sided test?   *(****Note:*** *If applicants plan to use sequential sampling and testing  (e.g. the variable-criteria Sequential-Stopping Rule) to ensure that no more than the minimal number of animals will be used, please indicate here and in question 16.2)* | Enter text |

12.2 Have you referred to a statistician?

Yes  No

If No, please explain:

Enter text

13. Animal Monitoring - Identification of Potential Pain/Distress

13.1 Identify and justify all procedures with potential to cause pain or distress. What steps will be taken to avoid or minimise such pain or distress?

Enter text

13.2 Detail the monitoring that will be made of the animals during the experiment, especially if surgery is performed or illness is being induced.

Enter text

Attach your Clinical Record Sheet at the end of this document and identify who will complete it and at what frequency.

14. Post-Operative Care – Surgical Projects

Enter text

15. What will happen to the animal at the end of the procedure or project?

* If it is to be killed, what method is to be used?
* How will you determine the animal is dead? (Exsanguinations under anaesthesia do not ensure death. A method to ensure death must be employed.)
* How will the carcass be disposed of?
* If animals are not to be humanely killed at the end of the experiment, what is to happen to them?

Enter text

16. Please discuss the ethical issues that the AEC will need to consider when reviewing this proposed experimentation.

Your answer should address the 3Rs, Replacement, Reduction & Refinement.

(See Clauses 1.18-1.30 of [the Code](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes#toc__167)).

“Not applicable” is not acceptable.

|  |  |
| --- | --- |
| 1. Ethical Issues:   * What is the welfare cost to the animal? * In what way is the level of pain/discomfort justified? * How does this mesh with the cost/benefit? | Enter text |
| 2. Reduction: | Enter text |
| 3. Refinement: | Enter text |
| 4. Replacement:  Consideration of alternatives.  Your response should include the  following:   * A list of any potential alternatives to animal use * Whether any of these alternatives would be used * Details of literature searches you have undertaken   This answer should explain why animals need to be used at all. | Enter text |

17. New Information or Understanding Sought

* It is the responsibility of the applicant to explain to the AEC why the project needs to be conducted and what the benefits are.
* Unnecessary duplication is unacceptable.
* Please explain how your proposal adds in a meaningful way to an existing body of knowledge.

Enter text

18. In what way does this proposal relate to your previous or concurrent work?

* It is useful for the AEC to understand how this proposal fits into the broad research strategy/interest of your group.

Enter text

19. Please justify your selection of research animal.

Enter text

20. If this is a disease model, include a description of how the model works. Detail the effects of progression of the disease process, identify humane end-points, and explain your previous experience with the model.

Enter text

21. Published Articles

Enter text

22. Do you propose to publish the results?

Yes  No

If No, please explain:

Enter text

23. If the proposed work is not the subject of a grant application, what peer review mechanism will be applied to the scientific basis of the application?

Enter text

24. Health risks posed to other animals.

Enter text

25. Does this project involve the use of unsealed radioisotopes?

Yes  No

If Yes, please indicate:

a) the radioisotope

b) the amount to be used at any one time

c) what precautions will be taken

d) whether other staff involved with the experiment have been notified

e) the name of the licensed operator who will oversee the use of the radioactive material.

Enter text

26. Credentials of all those involved in the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name and Qualification | Detail the experience each participant has in the procedures to be undertaken with the species being used (if no experience, describe how relevant training and supervision will be obtained) | In which  procedure(s) is this person involved? | Date this  person  attended an  Animal Users  Training Day | Animal Users Permit (if applicable) |
| Chief Applicant(s) | Enter text | Enter text | Enter text | Enter text | Enter text |
| Other People Participating | Enter text | Enter text | Enter text | Enter text | Enter text |

27. Dual/multiple AEC approval – is approval by more than one AEC required?

Yes  No

If Yes, which AEC(s)?

Enter text

28. Attachments Summary Checklist

|  |  |
| --- | --- |
| Type | Attachment |
| 1. Flow Chart (Question 10) | Yes  No |
| 2. Clinical Record Sheets (Question 13) | Yes  No |
| 3. Relevant SOPs | Yes  No |
| 4. Publications (Question 21) | Yes  No |
| 5. Other  Please detail: | Yes  No  Enter text |

29. Declaration

|  |  |
| --- | --- |
| Project Title | Enter text |

Section 1: Declaration by the Primary Applicant

I hereby declare that:

(i) I and all others involved in this project are familiar with and will comply with the relevant Commonwealth and State or Territory legislation and the requirements of the [Australian Code of Practice for the care and use of animals for scientific purposes, 8th Edition 2013](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) (The Code)

(ii) To the best of my knowledge this proposal conforms to the Code (8th Edition 2013) and the South Australian Animal Welfare Act 1985.

(iii) I have read [Section 2 of the Code](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes#toc__303) which sets down the responsibilities of investigators. I accept responsibility for the conduct of all procedures detailed in this application and for the supervision of all personnel delegated to perform any such procedures.

(iv) I agree to comply with procedures described and any conditions imposed by the Animal Ethics Committee.

(v) Sufficient and adequate resources will be available to undertake the proposed study.

|  |  |  |
| --- | --- | --- |
| Primary Applicant's Name | Primary Applicant's Signature | Date |
| Enter text | Enter text | Enter date |

Section 2: Declaration by Other Applicant(s)

I hereby declare that:

(i) I am familiar with and will comply with the relevant Commonwealth and State or Territory legislation and the requirements of the [Australian Code of Practice for the care and use of animals for scientific purposes, 8th Edition 2013](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) (The Code) and the South Australian Animal Welfare Act 1985 and its regulations.

(ii) I have read the application and I accept the responsibilities detailed therein to the extent of my involvement in this project.

|  |  |  |
| --- | --- | --- |
| Other Applicant's Name | Other Applicant's Signature | Date |
| Enter text |  | Enter date |
| Enter text |  | Enter date |
| Enter text |  | Enter date |
| Enter text |  | Enter date |
| Enter text |  | Enter date |

Section 3: Declaration by the Institution’s Nominated Authority

Supervisor/Head of Division/Department/Institute – not the Primary Applicant

I hereby declare that:

(i) I am satisfied that the Primary Applicant has the appropriate qualifications and experience to carry out the work with minimum distress to the animals.

(ii) I believe this work meets the requirements of the [Australian Code of Practice for the care and use of animals for scientific purposes, 8th Edition 2013](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) (The Code) and the South Australian Animal Welfare Act 1985 and its regulations.

(iii) I have read the application and I am satisfied that this work is of sufficient scientific merit for my department to be involved in it and sufficient and adequate resources will be available to undertake the proposed study.

|  |  |  |
| --- | --- | --- |
| Nominated Authority’s Name | Nominated Authority’s Signature | Date |
| Enter text |  | Enter date |

Section 4: Declaration by the Hospital General Manager (if applicable)

Does this project require access to equipment that is also used for hospital patients?

Yes  No

If Yes, approval by the CEO of the health unit is required before submitting this AEC form.

NOTE: Please attach the letter of approval to use hospital equipment.

Approval for access is only provided for 12 months from the date of AEC approval.

|  |  |  |
| --- | --- | --- |
| General Manager’s Name | General Manager's Signature | Date |
| Enter text |  | Enter date |

Section 5: Declaration by the Facility Manager

I hereby declare that:

(i) I am familiar with and will comply with the relevant Commonwealth and State or Territory legislation and the requirements of the [Australian Code of Practice for the care and use of animals for scientific purposes, 8th Edition 2013](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) (The Code) and the South Australian Animal Welfare Act 1985 and its regulations.

(ii) I have read the application and I accept the responsibilities detailed therein to the extent of my involvement in this project.

|  |  |  |
| --- | --- | --- |
| Facility Manager’s Name | Facility Manager's Signature | Date |
| Enter text |  | Enter date |

|  |  |  |
| --- | --- | --- |
| **AEC Use Only** | | |
| Date Received  Enter date | Action Taken  Enter text  Date of AEC meeting for consideration  Enter date | Signature of Chair, AEC |

Attachment: Flow Chart (Question 10)

Attach flow chart as pdf page or if text, by copy-paste into field below

Clinical Record Sheets (Question 13)

Attach sheets as pdf pages or if text, by copy-paste into field below

Attachment: Relevant SOPs

Attach as pdf pages or if text, by copy-paste into field below

Attachment: Relevant Publications (Question 21)

Attach as pdf pages or if text, by copy-paste into field below

Attachment: Other

Attach as pdf pages or if text, by copy-paste into field below