



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Procedure:

## Applying for Animal Ethics Approval

Effective: 1 January 2019

Audience: Staff and Students

Policy Category: Academic

Policy Sub-category: Research

Key words: animals, ethics, research, teaching

Policy Owner: PVC, Research

Responsible Officer: Research Ethics Officer

Review Date: January 2022

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## 1 PURPOSE

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- 1.1 The University of Notre Dame Australia (“University”) requires anyone undertaking teaching or research involving the use of animals, as defined in the *Policy: Ethics Approval for the Use of Animals for Scientific Purposes* (“Policy”), to obtain ethics approval in accordance with the Policy.
- 1.2 This Procedure, *Applying for Animals Ethics Approval* (“Procedure”) sets out the process to be followed in order to obtain animal ethics approval.
- 1.3 This Procedure must be read in conjunction with any relevant University policies, procedures and other guidelines as may apply from time to time.

## 2 RELATED POLICIES AND REGULATIONS

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This Procedure should be read in conjunction with the following policies:

- 2.1 Policy: Ethics approval for the Use of Animals for Scientific Purposes
- 2.2 Policy: Responsible Conduct of Research.

## 3 APPLYING FOR ANIMAL ETHICS APPROVAL – WESTERN AUSTRALIA

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- 3.1 Researchers and Course Coordinators seeking approval to use animals for scientific purposes must contact the Research Ethics Officer in the first instance.
- 3.2 Where approval *has been* obtained from an external Animal Ethics Committee (AEC) to use animals for scientific purposes, the following procedure applies:
  - 3.2.1 The original application, relevant attachments, conditions to approval and AEC approval letter are to be submitted to the Research Ethics Officer, for cross-institutional animal ethics approval.
  - 3.2.2 The Research Ethics Officer will forward the documents to the Chair of the University’s Human Research Ethics Committee (HREC).
  - 3.2.3 The Chair of the University’s HREC will consider the recommendations of the approving AEC and provide a judgement on whether the project aligns with the Objects of the University and is in accordance with the Policy. The Chair may:
    - 3.2.3.1 Recommend cross-institutional animal ethics approval of the project; or
    - 3.2.3.2 Deny approval of the project for a cross-institutional animal ethics approval.
- 3.3 Where approval has *not been* obtained from an external AEC, the following procedure applies:
  - 3.3.1 An application for animal ethics review must be submitted to the Research Ethics Officer.
  - 3.3.2 The Research Ethics Officer will engage in an administrative review of the application to ensure that all required information has been submitted and that there is no indication in the application that the research activity could be in conflict with the Objects of the University or to the Policy.
  - 3.3.3 The Research Ethics Officer will forward the application to the Animal Ethics Officer at the institution in agreement with the University for use of their AEC.
  - 3.3.4 The AEC will review the application and may:
    - 3.3.4.1 Approve the application;

- 3.3.4.2 Approve the application with conditions that the University Researcher or Course Coordinator must address;
- 3.3.4.3 Deny approval of the project if significant issues are identified (although the Researcher/Course Coordinator may be invited to resubmit once the application has been completely revised).
- 3.4 The AEC will communicate their decision to the University Researcher or Course Coordinator via the Institution's Animal Ethics Officer.
- 3.5 University Researchers or Course Coordinators must comply with any conditions of approval as outlined by the approving AEC.

## 4 APPLYING FOR ANIMAL ETHICS APPROVAL – NEW SOUTH WALES AND VICTORIA

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- 4.1 Researchers and Course Coordinators seeking approval to use animals for scientific purposes must contact the Research Ethics Officer in the first instance.
- 4.2 Approval must be obtained from an External AEC, following which, the procedure set out below applies:
  - 4.2.1 The original application, relevant attachments, conditions to approval and AEC approval letter are to be submitted to the Research Ethics Officer, for cross-institutional animal ethics approval.
  - 4.2.2 The Research Ethics Officer will forward the documents to the Chair of the University's HREC.
  - 4.2.3 The Chair of the University's HREC will consider the recommendations of the approving AEC and provide a judgement on whether the project aligns with the Objects of the University and is in accordance with the Policy. The Chair may:
    - 4.2.3.1 Recommend cross-institutional animal ethics approval of the project, or
    - 4.2.3.2 Deny approval of the project for a cross-institutional animal ethics approval.
- 4.3 University Researchers or Course Coordinators must comply with any conditions of approval as outlined by the AEC.

## 5 RELATED DOCUMENTS

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- 5.1 Australian Code for the Responsible Conduct of Research (2018)
- 5.2 Australian Code for the Care and Use of Animals for Scientific Purposes (2013)
- 5.3 Animal Welfare Act (2002) (specific to WA)
- 5.4 Animal Research Act (1985) (specific to NSW)
- 5.5 Prevention of Cruelty to Animals Act (1986) – Part 3 (specific to VIC)
- 5.6 Prevention of Cruelty to Animals Regulations (2008) – Part 4 (specific to VIC)
- 5.7 Guidelines to promote the wellbeing of animals used for scientific purposes - The assessment and alleviation of pain and distress in research (2008)
- 5.8 Guidelines on the Use of Animals for Training Interventional Medical Practitioners and Demonstrating New Interventional Medical Equipment and Techniques (2009)
- 5.9 NHMRC Guidelines on the Care of Cats Used for Scientific Purposes (2009)
- 5.10 NHMRC Guidelines on the Care of Dogs Used for Scientific Purposes (2009)

## 6 DEFINITIONS:





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- 6.1** For the purpose of this Procedure, the definitions outlined in the Policy: *Ethics Approval for the Use of Animals for Scientific Purposes* apply.
- 6.2** In addition, the following definitions apply to this Procedure:
- 6.2.1 **Cross-Institutional animal ethics approval** means the recognition of ethics approval from an AEC, which is granted on a case by case basis by the Chair of the University's HREC.
- 6.2.2 **External AEC** means an Animal Ethics Committee from another institution.

Version	Date of approval	Approved by	Amendment
1	September 2017	Vice Chancellor	New Procedure
2	8 November 2018	Vice Chancellor, following Academic Council endorsement June 2018	Updated nomenclature and National guidelines.

## 7 PROCESS SUMMARY

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<b>Process Step</b>	<b>Responsibility</b>
Contact the Research Ethics Officer for guidance on applying for Animal Ethics approval	Chief Investigator/ Course Coordinator
	
Completing animal ethics application form or providing copies of existing animal ethics approval documentation to Research Ethics Officer.	Chief Investigator/ Course Coordinator
	
Administrative review of ethics application to ensure that all required information has been submitted and there is no indication in the application that the research or teaching activity could be in conflict with the Objects of the University. Application forwarded to AEC or HREC Chair.	Research Ethics Officer
	
Chief Investigator/Course Coordinator will be informed of the ethics review outcome.	Research Ethics Officer / Animal Ethics Officer of External AEC
	
Research/Teaching project will be conducted adhering to the conditions of ethics approval.	All researchers / staff named in the ethics application.