**THE SECRETARY’S ANIMAL CARE AND ETHICS COMMITTEE**

**(SECRETARY’S ACEC)**

**ANIMAL RESEARCH APPLICATION**

**(Educational Activities)**

**GENERAL INFORMATION**

It is the responsibility of the **investigator** to ensure that all facets of animal care and use meet the requirements of the [Australian code 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). This includes a responsibility to protect and promote the welfare of animals used.

The Code embodies the principles of:

* Reduction of animal use
* Replacement of animal use
* Refinement of animal use.

It is important to consider these principles when designing and carrying out projects.

Under the NSW [*Animal Research Act 1985*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1985-123) *(*the Act*)*, an individual who wishes to carry out a research project involving the use of animals must be issued with an Animal Research Authority by an Accredited Research Establishment or the Secretary of the Department of Regional NSW. Approval by an Animal Ethics Committee (AEC) is also required for the use of any vertebrate animals for research and teaching.

In assessing applications for animal research, it is often difficult for the AEC to obtain a clear picture of what happens to individual animals from the beginning of the project to the end. The AEC must assess the impact of all procedures on animals and of the project as a whole.

The application should, therefore, focus on **what is happening to animals and what is being done to ensure their wellbeing**. It is important that this information is presented in a way that shows clearly what is happening to individual animals from the beginning of the project to its completion. The impact of procedures needs to be clearly detailed. The investigator should provide a step-by-step explanation of all treatments (substances, dose rates, routes, volumes, anaesthetics, surgical procedures etc) and the expected effects. Flow charts or sequence of events tables are often of assistance. In addition, factors that will impact animals, such as housing (type, duration, opportunity for social interaction) should be considered.

The application should also explain clearly why the use of animals is justified, why the species and number of animals have been chosen and that the qualifications of personnel are suitable for the procedures to be performed.

It is important for applicants to be mindful of the composition of the AEC. Applications must be written to be understood, primarily by an interested, intelligent person without a scientific background, not for a specialist. The use of specialist language is not helpful to the committee and may delay the processing of an application while explanations are sought.

Investigators should be familiar with the:

* [Australian code 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) published by the National Health and Medical Research Council (NH&MRC).
* NSW [*Animal Research Act 1985*.](https://legislation.nsw.gov.au/view/html/inforce/current/act-1985-123)
* NSW [Animal Research Regulation 2021.](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0477/lh)

Please return form to:

Email: [secretary.acec@dpi.nsw.gov.au](mailto:secretaryacec@dpi.nsw.gov.au)

For inquiries, please phone (02) 6391 3682 or send an email to [secretary.acec@dpi.nsw.gov.au](mailto:secretary.acec@dpi.nsw.gov.au)

Website: [Secretary’s Animal Care and Ethics Committee](https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee)

**FORMS MUST BE TYPED OR WORD PROCESSED**

**THE SECRETARY’S ANIMAL CARE AND ETHICS COMMITTEE**

**(SECRETARY’S ACEC)**

**APPLICATION FOR AN ANIMAL RESEARCH AUTHORITY (Educational Activities)**

***Section 1: Administration***

|  |  |
| --- | --- |
| **Project Number** | / |

Add if you are renewing an application for an ongoing project

and already have a project number.

Under the NSW *Animal Research Act 1985,* Corporations (i.e., businesses with an ACN) that undertake animal research in NSW must be accredited in NSW. For information on accreditation please contact DPI Compliance Systems & Accreditation Programs. Email: [bfs.admin@dpi.nsw.gov.au](mailto:bfs.admin@dpi.nsw.gov.au) or phone **02 6539 4866.** The ACEC will not approve animal research projects undertaken by unaccredited corporations.

1. **Applicant details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Principal Investigator** | |  | | | | |
| **Institution or Business name (if applicable)** | |  | | | | |
| **Address** | |  | | | | |
| **Relationship to Business** (e.g., employee) | | | |  | | |
| **Work Phone** |  | **Mobile** |  | | **Email** |  |

1. **Have you previously held an Animal Research Authority with the Secretary’s Animal Care and Ethics Committee?**

Please indicate by left clicking the relevant box

**Yes  No**

**If NO, please supply with your application, written from two independent referees that support your expertise in the procedures you wish to perform.**

Please also read the [Guidance for new researchers](https://www.dpi.nsw.gov.au/dpi/about-us/research-and-development/nsw-dpi-animal-ethics-committees/secretarys-animal-care-and-ethics-committee/guidance-for-new-researchers-applying-to-use-the-drnsw-secretarys-animal-care-and-ethics-committee) applying to use the Department of Regional NSW Secretary’s Animal Care and Ethics Committee

b) Have you previously held an Animal Research Authority with any other Animal Ethics Committee other than the Secretary’s Animal Care and Ethics Committee?

**Yes  No**

**If YES, which Animal Ethics Committee(s) and what was the period of time that this approval was granted for?**

1. **Has an Animal Research Authority or an Animal Suppliers Licence previously been held by any personnel participating in the proposed project and been cancelled?**

**Yes  No**

**Have any personnel participating in the proposed project been convicted in the last 3 years of an offence under the:**

|  |  |
| --- | --- |
| *Animal Research Act 1985* or Regulations? | Yes No |
| *Prevention of Cruelty to Animals Act 1979* or Regulations? | Yes No |
| *National Parks and Wildlife Act 1974* or Regulations | Yes No |
| *Exhibited Animals Protection Act 1986* or Regulations | Yes No |
| *Non-Indigenous Animals Act 1987* or Regulations? | Yes No |
| Any equivalent Commonwealth, other State or Territory Statute or Regulations | Yes No |

**If you answered YES to any of the above, please provide details of the offence and any penalty imposed:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Purpose and procedure categories of research**  The NSW Animal Research legislation requires mandatory annual reporting of details of animal use in research and teaching to the NSW DPI by all holders of Animal Research Authorities. Details of the category of research purpose and procedure for all projects using animals under the Act must be provided.  Submission of annual animal use details to NSW DPI is done on your behalf by the Secretary’s ACEC. This information excludes identity of researchers and research establishments. However, the project’s categories of purpose and procedure must be included in project applications for ACEC approval.  For guidance on the definitions of purpose and procedure, please refer to the document [Guidance for researchers on reporting animals used in research.](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0003/1330905/Guide-for-reporting-animals-used-in-research-v3.pdf)  **Helpful Note for Educational Activities:** Educational activities will usually be categorised as: **Purpose** A3 Education  Left click the check box next to each purpose, procedure that applies to this project  **4.1 Research Purposes**  Please select one of the following ten purpose categories which best describes the ‘purpose’ of the application. | | | | | | | |
|  | |  | | | | | | | |
|  | | A1 | Stock breeding |  |  | A6 | Research: Animal management or production |
|  | | A2 | Stock maintenance |  |  | A7 | Research: Environmental study |
|  | | A3 | Education |  |  | A8 | Production of biological products |
|  | | A4 | Research: Human or animal biology |  |  | A9 | Diagnostic procedures |
|  | | A5 | Research: Human or animal health & welfare |  |  | A10 | Regulatory product testing |

|  |  |
| --- | --- |
|  | **4.2 Research Procedures**  Please select one of the following nine procedure categories that applies to this project. If multiple apply, the highest number must be chosen. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | P1 | Observation involving minor interference |  |  | P6 | Minor physiological challenge |
|  | P2 | Animal unconscious without recovery |  |  | P7 | Major physiological challenge |
|  | P3 | Minor conscious intervention |  |  | P8 | Death as an end point e.g. LD50, LC50, baiting (death is a planned endpoint) |
|  | P4 | Minor surgery with recovery |  |  | P9 | Production of genetically modified animals |
|  | P5 | Major surgery with recovery |  |  | | |

**5. Application fee**

|  |
| --- |
| An annual fee of **$100** applies for each project.  Fees for Authorities and Accreditations to allow research to be undertaken on animals under the *Animal Research Act 1985* have been approved as exempt from GST. Division 81  Please pay via the online portal when you are about to submit your application by left clicking your mouse on the link below while also pressing the ‘ctrl’ key on your keyboard. A receipt for your payment will be emailed to you. Please attach the receipt pdf to the email when you are sending your application.  Please note, if you are submitting an annual report as well as a **project renewal** application, only one payment of $100 is required.  If you are submitting a **new project** application, please confirm via secretary.acec@dpi.nsw.gov.au that the ACEC will oversee your project **before** paying  [**https://forms.bfs.dpi.nsw.gov.au/forms/10678**](https://forms.bfs.dpi.nsw.gov.au/forms/10678) |

**6.**

|  |  |
| --- | --- |
| **Principal Investigator name** |  |
| **Principal Investigator signature** |  |
| **Date** |  |

**THE SECRETARY’S ANIMAL CARE AND ETHICS COMMITTEE**

**(SECRETARY’S ACEC)**

**ANIMAL RESEARCH PROJECT APPLICATION**

**(Educational Activities)**

***Section 2: Project Details and Personnel***

**1. a. Title of project:**

|  |
| --- |
|  |

**b. Type of proposed research (please use simple English):**

|  |
| --- |
|  |

**c) Location of proposed research - name closest town (if applicable):**

Please note, research must be using animals based in NSW for the ACEC to approve the project.

|  |
| --- |
|  |

**2**. **Personnel**

List the names, qualifications, training and relevant experience (with the species and the procedures/tasks they will undertake) of all personnel who will be participating in the animal components of the proposed project.

1. **Principal Investigator**

|  |  |
| --- | --- |
| **Name** |  |
| **Relevant Qualifications** |  |
| **Experience in research/teaching techniques and procedures to be undertaken and the species being used \*** |  |

**\*** if no experience, describe how relevant experience will be obtained

**b) Associate Investigator(s)**

**Associate Investigators** are people trained and experienced in the procedures used in the project and do not need supervision by the Principal Investigator

Copy, paste and complete the table below for each different Associate Investigator

|  |  |  |
| --- | --- | --- |
| **Name** | **Relevant Qualifications** | **Experience in survey techniques and procedures to be undertaken and the species being used** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**c) Other people participating:**

**Other Participants** are people, such as volunteers or employees, with no or little training or experience in the procedures but are directly supervised by the Principal or Associate Investigators and may be receiving training in animal survey techniques and handling.

Copy, paste and complete the table below for each different person participating

|  |  |  |
| --- | --- | --- |
| **Name** | **Relevant Qualifications** | **Experience in survey techniques and procedures to be undertaken and the species being used** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3. Proposed date of commencement:**

|  |
| --- |
|  |

**Note:** The date of commencement must be after the date of the ACEC meeting this application is submitted to. Projects may only commence after you have received the written Animal Research Authority approving the project. When applying to renew approval for an ongoing project, the commencement date can be the same as the previous approval expiry date, as long as the application is submitted to the ACEC at least 2 weeks before an ACEC meeting that is scheduled on a date prior to the expiry date. See [Secretary’s ACEC website](https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee) for meeting dates.

**4. Proposed date of completion:**

|  |
| --- |
|  |

**5. Please indicate whether this application is for:**

|  |  |
| --- | --- |
| **A new project?** | **Yes No** |
| **A project which has (previously or simultaneously) been submitted to this or another ethics committee? \*** | **Yes No** |
| **\*If YES to the above, is this an ongoing project renewal Yes No**  **If NO, provide reasons for re-submission or simultaneous submission and the name of the AEC(s)** | |
| **A significantly revised project?🕈** | **Yes No** |
| **🕈If Yes to the above, quote the approval number and species and number of animals used to date.** | |

***Section 3: Justification of Animal Use***

***Animal Use***

The Code states that “the use of animals for scientific purposes must have scientific or educational merit; must aim to benefit humans, animals or the environment; and must be conducted with integrity” The ACEC must be able to judge “whether the potential effects on the wellbeing of the animals involved is justified by the potential benefits.

Your answer is crucial for the assessment of scientific or educational merit and the necessity for animal use. Use lay terms - terms that will be understood by a person without a scientific background.

**8. Describe the purpose of the project in lay terms. Specify what you hope to achieve.**

|  |
| --- |
|  |

**9. Why is it necessary to use animals in this activity?**

|  |
| --- |
|  |

**10. Are there any other alternatives to animal use during this activity?**

**Yes  No**

**If the answer is YES, please provide details. If the answer is NO, please explain which alternatives have been considered and why it is not possible to use them.**

|  |
| --- |
|  |

**11. How will students be given the opportunity to discuss the ethical and social issues and the legal responsibilities, with respect to the use of animals in this activity?**

|  |
| --- |
|  |

**12. How will the attainment of educational objectives be assessed?**

|  |
| --- |
|  |

**13. Details of species and their use during teaching sessions**

Copy, paste and complete the table below for each different species if details differ for the additional details required below.

|  |  |
| --- | --- |
| **Species** |  |
| **Number of days each course lasts.** |  |
| **Estimated number of courses per 12-month period.** |  |
| **Maximum number of students supervised by each teacher.** |  |
| **Minimum and maximum number of animals used by each student \*** |  |
| **Maximum number of times each animal is used each day of the teaching session.** |  |
| **Maximum number of times each animal is used for each teaching course.** |  |
| **Animal rest period before use in the next teaching course** |  |
| **Estimated number of animals that will be used per course (can say up to a certain number).** |  |
| **Estimated number of animals to be used per 12-month period (can say up to a certain number).** |  |
| **If pregnancy testing, at what stage of pregnancy will the animals be? 🕈** |  |

**\*** Please note that student/animal ratios must be justified in terms of minimisation of animal use and achievement of educational outcomes.

🕈Please note that Artificial Insemination and Pregnancy Testing schools using cattle which are supervised by the Secretary’s Animal Care and Ethics Committee must comply with the Animal Research Review Panel’s “[Welfare Guidelines for Teaching Artificial Insemination and Pregnancy Testing of Cattle”](https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets/use-of-animals-in-teaching/artificial-insemination#:~:text=There%20should%20be%20at%20least%20one%20instructor%20per,cows%20with%20current%20leptospira%20vaccination%20may%20be%20used.).

***Section 4. Ethical Considerations***

**Sequence of Events**

**14. Give details (sequentially) of what will happen to the animal(s) at each stage of the project, from the time you obtain them until the time the educational activity is completed.**

A list, flow chart or sequence of events table may assist in making this information clear.

Example Two-day Educational Training Session schedule – please delete example when completing form if not using table.

|  |  |  |
| --- | --- | --- |
| **Day of study** | **Activity or Procedure** | **Animal monitoring** |
| Day -1: Prior to training session | Animals transported to training facility | PI monitors when offloaded from truck and again in the afternoon |
| Day 0: 1st Day of training session | - Animals sedated 30 minutes prior to use in activity  - Animal used in educational activity X | Animal examined prior to sedation and monitored continuously post sedation.  Veterinary nurse monitors during sedation and activity and for 2 hours post activity |
| Day 1: 2nd Day of training session | - Animals sedated 30 minutes prior to use in activity  - Animal used in educational activity X  Different animals used on this day | Animal examined prior to sedation and monitored continuously post sedation.  Veterinary nurse monitors during sedation and activity and for 2 hours post activity |
| Day 2 | Animals transported back to property of origin | Monitored while loading onto truck and truck driver monitors during journey and owners monitor at offloading |

**Impact**

**15. Identify and list all activities/procedures undertaken during and associated with the educational training session(s). This may include handling, housing, sedation, use of chemicals, sample collection, stage of pregnancy, etc, as well as specific teaching procedures. All procedures that are undertaken on the animals during the teaching sessions must be listed.**

|  |
| --- |
|  |

**16. Describe activities/procedures identified in Question 15, identify any potential adverse impacts of the procedure(s) and provide details of how any adverse impacts will be avoided or minimised. All procedures that are undertaken on the animals during the teaching sessions must be described.**

Details should include what is actually done to the animals, any treatment substances, dose rates, routes of administration; surgical and related procedures, including sedation, anaesthetic, analgesia and tranquillising agents and methods of monitoring their adequacy, if applicable.

|  |
| --- |
|  |

An example table for providing details of medications or chemicals used - please delete example when completing form if not using table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Drug or chemical name** | **Dose rate** | **Route of admin** | **Frequency of admin** | **Possible adverse impacts and how these are mitigated** | **Drug/chemical adequacy**  **Monitoring** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Animal Monitoring**

**17. How will animals be monitored during the educational activity? Include details of frequency, methods used and means of recording animal usage. (**Attach a copy of the monitoring sheet template if applicable)

|  |  |
| --- | --- |
| **Monitoring method** |  |
| **Frequency** |  |
| **Means of recording animal monitoring** |  |
| **Means of recording animal usage in project** |  |

**18. How will animals be monitored before and after and, if relevant, in between being used in the educational activity?**

|  |  |
| --- | --- |
| **Monitoring method** |  |
| **Frequency** |  |
| **Means of recording animal monitoring** |  |

**19. Who will monitor the animals? Include their names, qualifications and experience with the species being used.**

**19.1 During weekdays?**

|  |  |  |
| --- | --- | --- |
| **Name** | **Relevant qualifications** | **Experience with the species/procedures being monitored** |
|  |  |  |
|  |  |  |

**19.2 During weekends and holidays?**

|  |  |  |
| --- | --- | --- |
| **Name** | **Relevant qualifications** | **Experience with the species being monitored** |
|  |  |  |
|  |  |  |

**20. Who will be responsible for the management of emergencies and how will you ensure that the nominee(s) can be contacted?**

|  |  |
| --- | --- |
| **Name** | **How it is ensured that nominee can be contacted** |
|  |  |
|  |  |

**Animal Housing and Management**

**21. Where will the animals be kept?**

|  |
| --- |
|  |

**21.1. If housed while being use in the courses, describe the type of housing provided, including pen sizes and space allowances per animal, if applicable.**

|  |
| --- |
|  |

**21.2. Provide details of animal housing and basic husbandry in between their use in courses**

|  |
| --- |
|  |

**22. Where will procedures be performed?**

Include details of location and whether there is a specific treatment room or yards or a crush etc.

|  |
| --- |
|  |

**Source**

**23. Where will you get the animals from?**

(Attach a copy of the owner consent form template if animals are privately owned)

|  |
| --- |
|  |

**Duration**

**24. What will be the maximum time an individual animal is held?**

|  |
| --- |
|  |

**Re-use**

**25. Does this project involve the use of any animals that have been the subject of previous research or teaching?**

**Yes No**

**If the answer is YES,**

**25.1 What has previously been done to these animals? Include project name(s) and identification number(s).**

|  |
| --- |
|  |

**26. Is transportation of animals necessary? E.g., to and from training facility or to take an injured animal to a veterinarian?**

**Yes No**

**If the answer is YES**,

**26.1 How will animals be transported; over what period of time and what precautions will be taken to minimise the impact of transport?**

|  |
| --- |
|  |

**Emergencies**

**27. Identify possible emergencies which could arise.**

|  |
| --- |
|  |

**28. List the procedures you have in place to deal with these emergencies, including emergency contacts e.g., contact number of local veterinary surgeon.**

|  |
| --- |
|  |

**Fate of Animals**

**29. What will happen to the animals at the completion of the educational activity?**

Please note, under the [Animal Research Regulation 2021 Clause 24](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0477/lh), the fate of domestic cats and dogs **must** be provided in annual reports when used in projects

Please tick all relevant options in the table below and provide additional details if required.

|  |  |
| --- | --- |
| **Possible fates of animals at the end of the project** |  |
| Remain in this project if project renewal is approved by the ACEC | Yes No |
| Reuse in other approved projects | Yes No |
| Retire from use in research and will be kept by the establishment or researcher | Yes No |
| Remain with the owner as privately owned | Yes No |
| Rehomed | Yes No |
| Euthanasia | Yes No |
| Will remain free living or released to the wild | Yes No |

Additional details

|  |
| --- |
|  |

**30. If animals need to be euthanased in an emergency:**

**30.1 How will this be done?**

|  |
| --- |
|  |

**30.2 Where will euthanasia be carried out?**

|  |
| --- |
|  |

**30.3 Who will do it, and what is their experience in the technique to be used?**

|  |
| --- |
|  |

***Section 5: Declaration of Responsibilities***

**Declaration by the Principal and Associate Investigators**

I certify that the use of animals in this project will conform with NSW Animal Research legislation and the principles of the NH&MRC [Australian code 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). 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.

I agree that if this procedure is being used to teach artificial insemination or pregnancy testing, the use of animals will comply with the Animal Research Review Panel’s “[Welfare Guidelines for the Teaching of Artificial Insemination and Pregnancy Testing](https://www.animalethics.org.au/policies-and-guidelines/animals-in-teaching/artificial-insemination)”.

I confirm that all personnel have read this application and have agreed to comply with the procedures described and any conditions imposed by the Secretary’s Animal Care and Ethics Committee.

Principal Investigator (Name)

Signature: …………………………………………………………..

Associate Investigator (s) (Name)

Signature: ……………………………………………………………

Associate Investigator (Name

Signature: ……………………………………………………………

Associate Investigator (Name)

Signature: …………………………………………………………….

PRIVACY COLLECTION NOTICE

NSW Department of Primary Industry (NSW DPI), within the Department of Regional NSW (DRNSW) is collecting your personal information (name, address, email address and telephone number) for administrative purposes pursuant to the *Animal Research Act 1985*.

NSW DPI will securely store your personal information in accordance with the NSW Privacy Laws – [Privacy and Personal Information Protection Act 1998](https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-133). Please note that NSW DPI may be required to disclose this information in accordance with legal obligations contained in the *Government Information (Public Access) Act 2009* or for other lawful purposes.

You can request access to your own personal information at any time. To access or amend your information email the Secretary’s Animal Care and Ethics Committee at [secretary.acec@dpi.nsw.gov.au](mailto:secretary.acec@dpi.nsw.gov.au); or write to Secretary’s Animal Care & Ethics Committee, NSW Department of Primary Industries, Locked Bag 21, Orange, NSW 2800.

For more details on our privacy obligations refer to our [Privacy Management Plan](https://www.regional.nsw.gov.au/privacy/privacy-management-plan) or contact [gipa@regional.nsw.gov.au](mailto:gipa@regional.nsw.gov.au)

