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

**(Secretary’s ACEC)**

**ANNUAL REGISTER OF ‘OTHER PARTICPANTS’ & SUBCONTRACTORS FOR AN APPROVED PROJECT**

|  |  |
| --- | --- |
| **Name of Principal Investigator** |  |
| **Title of Project** |  |
| **Project Number** |  |
| **Start date of reporting period** |  |
| **End date of reporting period** |  |

Use this form to inform the ACEC of:

* ‘Other Participants’ and
* Subcontractors who participate in this project that have their own ARA through the Secretary’s ACEC which covers the type of work they are being subcontracted to do

that are not already named on the Animal Research Authority for the project who have worked on the project in the annual reporting period for the project. This register needs to be provided with the annual report, if applicable.

**Other Participants** are people, such as volunteers, students or employees, without training or experience in the procedures but are closely supervised by the Principal or Associate Investigators and may be receiving training in the animal research/educational techniques and procedures and animal handling.

**Associate Investigators** are people trained and experienced in the procedures used in the project and do not need supervision by the Principal Investigator. These people must be named on the original application form and on the Animal Research Authority (ARA). If you need to add new Associate Investigators to the ARA, please and submit a separate Modification Application Form. The template for this can be found under Secretary’s ACEC Forms on the [Secretary’s ACEC website.](https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee)

If you wish for an Other Participant to be listed as an Associate Investigator once they are competent, please complete and submit a separate Modification Application Form.

1. **Other Participants not named on the project ARA that are involved in this course and may be helping to undertake research/educational procedures and/or handle animals**

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| --- | --- | --- |
| **Name** | **Brief description of activities undertaken under supervision** | **Add to the ARA for this project as an OP?** |
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1. **Subcontractors not named on the project ARA participating in this project who have their own ARA through the Secretary’s ACEC, and their ARA covers the research or educational procedures they are being subcontracted to undertake in this project** (if not, they need to be added as an Associate Investigator via a Modification Application).

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| **Name** | **ARA Number** | **Brief description of activities undertaken** |
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| --- | --- |
| **Principal Investigator signature** |  |
| **Date** |  |

**Please return to:**

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