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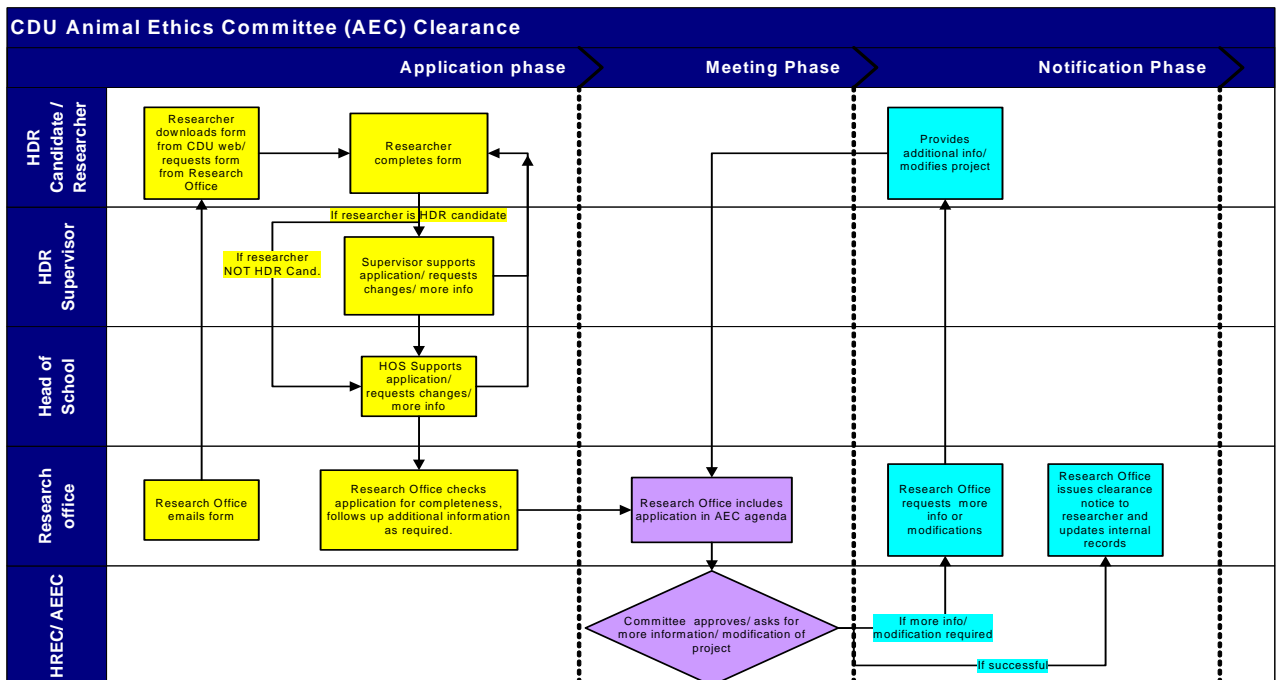
Approved: Academic Board

Date: 20th May 2005

Administered: Governance

Next Review: May 2008

<p>Intent:</p>	<p>Attributes:</p>
<p>The purposes of the Animal Ethics Committee (AEC) clearance process for Research Projects are to:</p> <ul style="list-style-type: none"> • Ensure Research Projects conform with national guidelines established and published by the National Health & Medical Research Council (NHMRC), the principle one being the <i>Australian Code of Practice for the Care and Use of Animals</i>. • Protect the welfare and rights of animals involved in research and other activities, conforming with the <i>Northern Territory Animal Welfare Act 2004</i>. • Help HDR students to structure and refine their ideas and to ensure that their chosen research project is conducted ethically within both the University community and the general community in relation to research and other activities involving animals conducted under the auspices of the University. 	<p>Essential features of the AEC clearance process are:</p> <ul style="list-style-type: none"> • Completion of the AEC application form • Approval by supervisor and HOS • Review and authorisation/refusal by AEC <p>Where a Research Project requires AEC clearance the research cannot commence until AEC clearance has been granted.</p>



Process Step  Decision Step 

Phase I		
Application Phase		
Process Step	Summary of Process	Responsibility
Research Office emails form to HDR Candidate / Researcher	The HDR Candidate / Researcher must obtain the AEC application form and guidelines either from the CDU website http://www.cdu.edu.au/research/office/appaec.html (see Appendix 1) or by requesting a copy from the Research Office who will email the forms/guidelines to the candidate.	HDR Candidate / Researcher, Research Office
HDR Candidate / Researcher downloads forms from website/email from Research Office	HDR Candidate / Researcher downloads the application forms and guidelines from the CDU website or email sent by Research Office. HDR Candidate / Researcher reads and becomes familiar with the relevant human ethics literature (as in Appendix 2)	HDR Candidate / Researcher
HDR Candidate / Researcher completes the form	<p>HDR Candidate / Researcher fully completes the form following the guidelines. For HDR Candidates during drafting of their research proposal, in close consultation with the supervisor, animal ethics clearance issues should be identified. This includes field and/or laboratory research involving:</p> <ul style="list-style-type: none"> • mammals • birds • fish • amphibians • reptiles • higher order invertebrates, including cephalopods. <p>Within the Australian Code of Practice for the Care and Use of Animals the HDR Candidate / Researcher must:</p> <ul style="list-style-type: none"> • ensure that the use of animals is justified, taking into consideration the scientific or educational benefits and the potential effects on the welfare of animals • ensure the welfare of animals is always considered • promote the development and use of techniques that replace the use of animals in scientific and teaching activities • minimise the number of animals used in projects • refine methods and procedures to avoid pain or distress in animals used in scientific and teaching activities. 	HDR Candidate / Researcher

Supervisor supports application/requests changes/more information	Supervisor reviews the AEC application and where necessary requests changes, more information etc. When satisfied with the application the supervisor submits it to the Head of School (HOS) for review.	Supervisor
HOS supports application/requests changes/more information	HOS reviews the AEC application and where necessary requests changes, more information etc. When satisfied with the application the HOS submits it to the RGEO for review. Applications must be submitted at least two weeks prior to the next AEC meeting to be considered during that meeting.	HOS
Application checked for completeness and follow up any additional information	The Research Office checks the application for completeness, correct sign off/approval and at this time may request additional information as required.	Research Office
Phase II		
AEC Meeting Phase		
Process Step	Summary of Process	Responsibility
Research Office includes completed applications in the next AEC meeting agenda	When applications are deemed to be complete the Research Office will include the application in the next AEC meeting agenda.	Research Office
AEC approves/requests more information/ modification of project	The AEC considers the application and can approve the project as is or may require further information or modifications to the project.	AEC
Phase III		
Notification Phase		
Process Step	Summary of Process	Responsibility
Research Office issues AEC clearance notices to HDR Candidate / Researcher, and copies to supervisor if applicable	If the Research Project is approved by AEC the Research Office issues an AEC clearance notice to the HDR Candidate / Researcher, sends a copy to the supervisor if applicable, and updates internal records. AEC clearance notices are valid for one year only and must be renewed on an annual basis.	Research Office
Research Office issues request for more information or modifications to HDR candidate / Researcher	If the Research Project cannot be approved by the AEC without further information or modifications to the project the Research Office will notify the HDR candidate of the requirements. The HDR candidate / Researcher will then submit the additional information or modified Research Project to the Research Office for inclusion in the next AEC meeting agenda.	Research Office, HDR candidate / Researcher

Appendix 1: Application Form

Applicants must fully complete the Application Form conforming with the Charles Darwin University Guidelines for Ethical Clearance (see Appendix 2)

Application Form

<http://www.cdu.edu.au/research/office/appaec.html>

Appendix 2: Essential Reading

Applicants should have read and become familiar with the following documentation.

[NHMRC Australian Code of Practice for the Care and Use of Animals](#)

[NT Animal Welfare Act 2004](#)

[Statement of principles guiding the use of animals in teaching and research at Australian Universities](#)

[Standard operating procedure: Addressing animal welfare in fauna studies](#)

[Charles Darwin University guidelines for field research on vertebrates](#)

[Charles Darwin University guidelines for ethical clearance \(with recommended euthanasia techniques\)](#)

CDU Animal Ethics Committee (AEC) Clearance Process	Version 1.01
Custodian: Deputy Vice-Chancellor (Research)	Page 4 of 5

Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.0	20/05/2005	Academic Board	Original process posted to web
1.01	15/05/2007	Manager Research Office	Update all web links in document