

# CDU Animal Ethics

## Guide to completing the Animal Usage spreadsheet

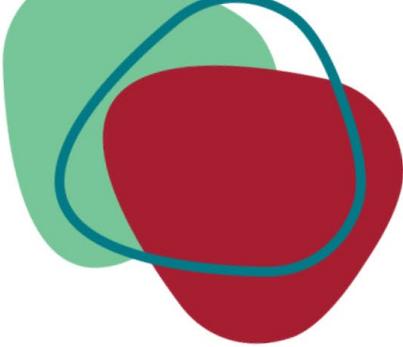
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### Using the spreadsheet for a New Project Application

#### Download the template from the CDU AEC website.

You can find the Animal Usage Spreadsheet here [Forms and templates | Charles Darwin University](#).



## Filling in the spreadsheet for the first time

Enter the project title in cell B3. A reference number will be assigned upon submission as you will not have a reference number for your project until you have submitted.

	A	B
1	CHARLES DARWIN UNIVERSITY ANIMAL ETHICS COMMITTEE	
2	ANIMAL USAGE SPREADSHEET	
3	<b>Project Ref and Title: (In cell to the right)</b>	
4	<b>Procedure Code</b>	<b>Species Category</b>
5		

## What data is required

Each animal used as part of your research must be entered into this spreadsheet.

For wildlife studies, additional species (bycatch) may be observed/trapped beyond those initially planned. If so, these also need to be recorded on the spreadsheet.

You will need to fill in the following columns as they are mandatory fields:

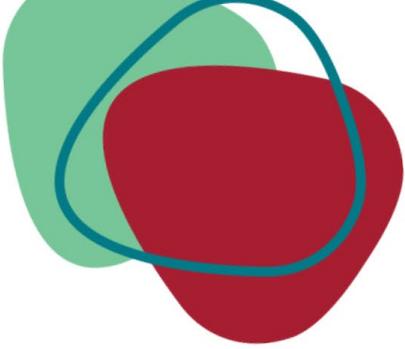
Procedure Code, Species Category, Scientific Name (*See comments for missing Species*), Common Name, Number Requested (*for entire Project*) & State.

## Adding in data

Each row should consist of its own unique data for the Procedure Code, Species Category, Scientific Name and State the animal is expected to be recorded from.

When adding data, you will need to select from dropdown menus for the fields: Procedure Code, Species Category, Scientific Name (*See comments for missing Species*), Sex, Year of project approval, Second Year, Third Year, Fourth Year, and State.

	A	B
1	CHARLES DARWIN UNIVERSITY ANIMAL ETHICS COMMITTEE	
2	ANIMAL USAGE SPREADSHEET	
3	<b>Project Ref and Title: (In cell to the right)</b>	
4	<b>Procedure Code</b>	<b>Species Category</b>
5		
6	Observational Studies Involving Minor Interference	
7	Animal Unconscious without Recovery	
8	Minor Conscious Intervention without Anaesthesia	
9	Minor Operative Procedures with Recovery	
10	Surgery with Recovery	
11	Minor Physiological Challenge	
12	Major Physiological Challenge	
13	Production of Genetically modified animals	
14		
15		



Common name is free text and you must type in the common name for every animal recorded. Age is an optional field and can be listed as a number, or free text value.

Number Requested (*for entire Project*) must be a whole number. This represents the total number of animals expected to be used for that procedure across the life of the project. It is advisable to provide a realistic upper estimate, as exceeding the approved number may result in non-compliance and possible suspension or withdrawal of approval.

State is required for all animal usage recorded.

### **What is the section “Animals used for the year (Annual reporting for anniversary year of your project)” used for?**

With a new project application, you will not be required to complete columns H to P (Year of project approval, Year 1 usage, Second Year, Year 2 usage, Third Year, Year 3 usage, Fourth Year, Year 4 usage). These columns will be used in annual reporting. Numbers of animals used need to be reported annually, with the reporting period starting from the date of project approval (annual reporting due each anniversary of your project approval date). The one spreadsheet template will be used for new project applications and then reused each year for annual reporting. As the spreadsheet is built to be reused annually, it is important to save the spreadsheet.

Column H “Year of Project Approval” is the year the project was approved and indicates Year 1 of the project. For the subsequent columns J “Second Year”, L “Third Year”, and N “Fourth Year”, these should all be the next sequential year following on from the year entered in column H “Year of Project Approval”.

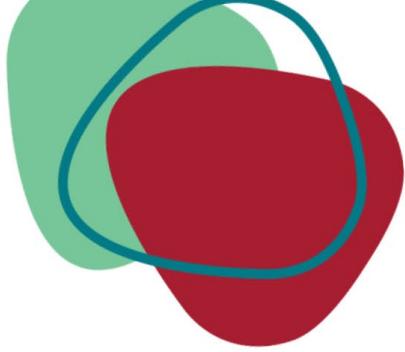
For example, if the project was approved in September 2026, the year of project approval for column H would be 2026. Columns J, L and N would then become 2027, 2028 and 2029. As noted above, the animal use numbers reported is for the anniversary year from project approval date and not calendar year.

As projects have a maximum duration of four years, we only have 4 years of usage present on this spreadsheet.

### **What if I can’t find my species in the *Scientific Name drop down list***

If the required species does not appear in the Scientific Name dropdown list, you can lookup the word ‘Various’ and select the option that best suits the species for now and leave the correct scientific name in the comments area on the far right of the row.

This will allow the AEC admin team to add your new name to our database and dropdown menu in the future.



## Examples

### New Project application

Below is an example of a new project application animal usage spreadsheet (You may need to zoom in to view).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R						
1 CHARLES DARWIN UNIVERSITY ANIMAL ETHICS COMMITTEE																							
2 ANIMAL USAGE SPREADSHEET																							
3 Project Ref and Title: (in cell to the right)		A22222 Research in NT																					
4 Procedure Code				Species Category		Scientific Name (See comments for missing Species)		Common Name		Sex	Age	Number Requested (for entire Project)		Year of project approval		Animals used for the year (Annual reporting for anniversary year of your project)		Total Animals used so far	State	Additional Comments			
5 Minor Conscious Intervention without Anaesthesia		Cats: Exotic Feral Animals		Felis catus		feral cat		Mixed		100		2026		Year 1 usage	Second Year	Year 2 usage	Third Year				Year 3 usage	Fourth Year	Year 4 usage
6 Observational Studies Involving Minor Interference		Birds: Native captive		Erythrura gouldiae		Gouldian finch				200												NT	
7																							

### Progress report or Final report

Below is an example of an approved project adding in the 2027 data, see **yellow highlight** in columns J and K.

This project has also added a new row for observations that were not planned (was not included in the original animal usage spreadsheet). These by catch animals have been added and recorded in Row 7 seen below with the **pink highlight**.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R						
1 CHARLES DARWIN UNIVERSITY ANIMAL ETHICS COMMITTEE																							
2 ANIMAL USAGE SPREADSHEET																							
3 Project Ref and Title: (in cell to the right)		A22222 Research in NT																					
4 Procedure Code				Species Category		Scientific Name (See comments for missing Species)		Common Name		Sex	Age	Number Requested (for entire Project)		Year of project approval		Animals used for the year (Annual reporting for anniversary year of your project)		Total Animals used so far	State	Additional Comments			
5 Minor Conscious Intervention without Anaesthesia		Cats: Exotic Feral Animals		Felis catus		feral cat				100		2026		Year 1 usage	Second Year	Year 2 usage	Third Year				Year 3 usage	Fourth Year	Year 4 usage
6 Observational Studies Involving Minor Interference		Birds: Native captive		Erythrura gouldiae		Gouldian finch				200		2026		50	2027	77						10 NT	
7 Observational Studies Involving Minor Interference		Lizards: Reptiles		Gecko sp.		House Gecko				0					2027	140						140 NT	By catch
8																							