

About this form

- ✓ All research projects approved by the Biosafety Committee (IBC) must meet reporting requirements to maintain ongoing approval.

Completing the form

DO NOT COMPLETE THIS FORM IN A WEB BROWSER. You will not be able to save your data or sign the form in a browser. First SAVE this form, then OPEN the file in Adobe Acrobat Reader or Adobe Acrobat Pro.

- This checklist can be completed electronically.
- The **Primary Contact** is responsible for completing and submitting this form to biosafety@csu.edu.au
- Digital forms and electronic signatures are preferred.
- If you have any questions, please contact biosafety@csu.edu.au

Submitting the report

1. Before submitting, please check that you have attached any additional documents, such as such as copies of written approvals or additional pages of information relating to this form.
2. Submit the complete application to biosafety@csu.edu.au
3. For IBC agenda closing dates, see the IBC Meeting Schedule on the [IBC website](#)

Notification of outcome

The nominated Primary Contact will receive notification of outcome by email once the request has been considered.

Please do not assume a request has been granted until you are formally advised by the Biosafety Committee in writing.

1. Staff/Student details

Full Name	
Staff/Student ID	
School / Faculty / Organisation / Unit	
Campus / Location	

2. Application details

Project Title	
Project Supervisor Full Name	
School / Faculty / Organisation / Unit	
Campus / Location	
Email	
Phone	
From (<i>date</i>)	
Until (<i>date</i>)	

3. Scope of Project

Type of Animal Biological Specimen required (for samples where there is the possibility of zoonosis)

4. Facility / Location Details

Facility	
Location (building and room number)	
Justification for the exemption (if applicable)	
Have you attached the Risk Assessment/SWP for the procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you applied for other compliance committee approvals? If Yes, list which ones If Not Applicable, provide a brief justification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Have you attached immunisation documents, if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Information which may help with the application, such as waste disposal	

5. Signatures and approvals

5.1 Principal Investigator

Name of Principal Investigator	
Date	
Signature	

5.2 Facility Manager

Name of Facility Manager	
Date	
Signature	

5.3 Institutional Biosafety Committee approval

Name of IBC Presiding Officer	
Date	
Signature/s <i>(or attach email approval)</i>	

(Note: Retain copy with facility records)



Submit form and attachments to biosafety@csu.edu.au