The Charles Sturt University Animal Ethics Committee (AEC) is empowered to ensure that all research and teaching complies with the Australian code for the care and use of animals for scientific purposes (2013). In some situations, working with animals, animal cadavers and animal cadaveric tissue may not require AEC approval.

**About this form**

* Use this form to notify the AEC of a project involving animals or tissues that you believe to be exempt from AEC oversight.
* The project described in the exemption application should have no live animal interaction and no change to the routine of the animal as this would require a full AEC application.

**Completing the form**

* This form can be completed electronically.
* Digital forms and electronic signatures are preferred.
* If you have any questions, please phone (02) 6933 4322 or contact [animalethics@csu.edu.au](mailto:animalethics@csu.edu.au)

**Submitting the form**

* The **Chief Investigator** is responsible for completing and submitting this form.
* Before submitting, please check that you have attached any supporting documents and attachments relating to this form.
* Ensure this form has been signed.
* Submit the complete form to [animalethics@csu.edu.au](mailto:animalethics@csu.edu.au)
* The report will be reviewed by the Presiding Officer and Deputy Presiding Officer and a decision made for ratification at the next available AEC meeting.

**Notification of outcome**

* The **Animal Ethics Partner** will notify the **Chief Investigator** of the outcome of their application via email within 10 working days of the meeting.

1. Exemption Reason

Select all that apply:

|  |  |  |
| --- | --- | --- |
| Use of organs or other material from animals euthanised as part of routine commercial food and fibre production, e.g., received from butchers (animals have not been euthanised for the specific purpose of the project). | |  |
| Use of cadavers or samples from animals euthanised at veterinary clinics or shelters for veterinary or management reasons (animals have not been euthanised for the specific purpose of the project). | |  |
| Use of samples from animals euthanised as part of a routine, unmodified pest animal control program (animals have not been euthanised for the specific purpose of the project). | |  |
| Use of cadavers or samples from animals found dead, e.g., roadkill (animals have not been euthanised for the specific purpose of the project). Please note that the collection of some species even as roadkill requires an appropriate licence to do so. | |  |
| Use of tissue samples stored in laboratories from animals whose care and euthanasia has already been approved and monitored as part of an earlier AEC approved activity (animals have not been euthanised for the specific purpose of the project). | |  |
| If using samples from another AEC approved activity, please provide the following information: | |  |
| AEC Name: |  | |
| AEC Authority ID: |  | |
| Project Title: |  | |
| Chief Investigator Name: |  | |
| Email: |  | |
| Phone: |  | |
| Only involves the use of animals that are not legally defined as an animal in the state or territory in which the work will be undertaken, e.g., insects. | |  |
| Observing animals, e.g., bird watching, recording animal tracks. This does not cover spotlighting. | |  |
| Taking photographs or recordings (sound or digital), this does not cover flash photography. | |  |
| Collection of animal scat. | |  |
| Collection of shed feathers. | |  |
| Recording animal tracks using shallow sand pans. | |  |
| No interference with animals. | |  |
| No abnormal disruption of habitat. | |  |
| Other, please provide information in Section 3 | |  |

1. Project Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title |  | | |
| Project Duration | 1 Year | 2 Years | 3 Years |
| Is this project funded? | Internally | Externally | N/A |
| Funding approved? | Yes | No | Pending |
| Funding Details  (If applicable) |  |  |  |
| Which state or territory will the project be conducted |  | | |
| If outside Australia, please provide the country and any required permits (if applicable) |  | | |

Team Members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name | **Role** | **Staff/Student Number** | **Email** | **Phone** |
|  | Chief Investigator |  |  |  |
|  |  |  |  |  |

Add rows for additional team members if required.

1. Project Details

|  |
| --- |
| Provide a description (in lay terms) of what will be undertaken. |
|  |

4. Chief Investigator Signature

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration of Responsibilities | | | |
| As Chief Investigator, I confirm that:  All information in this application is true and accurate, to the best of my knowledge.  I believe the use of animals in this project is exempt from the NSW Animal Research Act 1985, Animal Research Regulation 2021, the Australian Code for the Care and Use of Animals for Scientific Purposes, NHMRC 8th ed. 2013 (The Code, updated 2021), and any other legislation, guidelines and conditions imposed by other jurisdictions where applicable.  I accept ultimate 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 to comply with any conditions imposed by the AEC and communicate with the AEC as required.  Adequate resources, including funding and personnel, will be available for the conduct of the project. | | | |
| Signature |  | **Date** |  |