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| Locked Bag 588, Boorooma St, WAGGA WAGGA NSW 2678T: +61 2 6933 4322 | E: animalethics@csu.edu.au | research.csu.edu.au/integrity-ethics-compliance  Charles Sturt University – TEQSA Provider Identification: PRV12018 (Australian University). CRICOS Provider: 00005F. ABN: 83 878 708 551 |

Animal Care and Ethics

Research Integrity Unit

# Animal Care and Ethics Exemption Application Form

(Notification to the CSU ACEC of a project involving animals or tissues that is exempt from ACEC oversight)

The project described in the exemption application should have no live animal interaction and no change to the routine of the animal, this would require a full application.

Charles Sturt University (CSU) animal Care and Ethics Committee (ACEC is empowered to ensure that all research projects and teaching undertakings associated with CSU involving the use of, or interaction with, animals 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 Animal Ethics Committee approval.

**Instructions for use:**

* The form should be completed and submitted electronically
* Answers should be given in everyday language

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| 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 ACEC approved activity (animals have not been euthanised for the specific purpose of the project).  | [ ]  |
| If using samples from another ACEC approved activity, please provide the following information: |
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| --- | --- |
| ACEC Name: |  |
| ACEC approval ID: |  |
| Project Title: |  |
| Principal Investigator name: |  |
| Principal Investigator contact #: |  |
| Principal Investigator email: |  |

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| 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 | [ ]  |

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| 1. **Project overview:**
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| Project Title: |  |
| Project Duration  | 1yr [ ]  | 2yr[ ]  | 3yr[ ]  |
| Is this project funded?  | Internally funded [ ]  | Externally funded [ ]  | n/a [ ]  |
| Funding approved? | Yes [ ]  | No [ ]  | Pending [ ]  |
| Funder details (funder, funding project title): |  |
| Where will the project be conducted? |

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| --- | --- | --- | --- | --- | --- |
| NSW | [ ]  | Qld | [ ]  | ACT | [ ]  |
| Vic | [ ]  | Tas | [ ]  | NT | [ ]  |
| SA | [ ]  | WA | [ ]  | **Outside of Australia**  | [ ]  |

If outside Australia, please provide the following information:

|  |  |
| --- | --- |
| Country: |  |
| Required permit/s (if applicable):  |  |
| Permit status/es (if applicable): |  |

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| Full name | Role | Staff/Student number  | School/ Faculty/ Centre | Email | Contact number |
|  | Principal Investigator |  |  |  |  |
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| 1. **Outline the project**
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| Using plain language; provide a description of what will be undertaken.  |
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| **Principal Investigator Declaration** |
| I the undersigned declare that I:* I certify that all details given in this proposal are correct.
* I will ensure the project is carried out in accordance with the Animal Research Act 1985 and Regulation 2010, the Australian code for the care and use of animals for scientific purposes (the Code) and the Australia code for the responsible conduct of research (2018). I accept responsibility for the conduct of all procedures detailed in this application and for the supervision of all personnel delegated to perform such procedures.
* As Primary Contact, in accordance with the above legislation and codes:
	+ I will ensure that all personnel are aware of their responsibilities and roles in the project.
	+ I confirm that the qualifications and experience of personnel involved in the project are appropriate to the procedures to be performed, as described in the Technical Competence section.
	+ I confirm that I have taken into account potential hazards to staff working with animals in this project and have ensured that appropriate safety measures have been implemented.
	+ I confirm that all personnel have read this application and have agreed to comply with procedures as described and any conditions imposed by the ACEC.
	+ I confirm that I am satisfied that the housing facilities to be used during this project comply with the requirements of the ACEC and the Code.
	+ I will ensure that a copy of the Technical Competence section is forwarded to the relevant Charles Sturt University animal facility following ACEC approval of the application, or to the Animal Research Authority (ARA) in the case of field work.
 |
| Principal investigator | Name  |  |
| Signature |  | Date |  |

**Forward completed form to:** **animalethics@csu.edu.au**