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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 USE INFORMATION STATEMENT

#### **PROJECT DETAIL**

|  |  |
| --- | --- |
| Protocol number |  |
| Project title |  |
| Approved project end date |  |
| Principal Investigator |  |
| Principal Investigators contact details |  |
| Location where animals will be used |  |

#### **INVITATION**

(Please remove any blue text it is only a guide)

You are invited to consider the participation of your animal(s) in a research project as detailed above.

If the research team is made up of several members, their names and affiliations may be listed under Researchers at the top of the document.

Before you decide whether or not to allow the use of your animals in this project it is important for you to understand why the research is being done and what it will involve. Please take the time to read the following carefully and discuss it with the research team.

**What is the purpose of this project?**

[In simple language state the aims of the project and why you consider it is worth doing]

(If appropriate put the research in to context in relation to other research on the topic eg Previous research has shown that….)

**Why have my animals been invited to participate in the project?**

[State what the criteria for animal selection is and why these animals are need]

(If applicable include information of what animals should not be or cannot be included and any criteria that may exclude the animal from use)

**What does the project involve?**

If you agree to the use of your animals in this project they will be involved in the following:

[Provide details of exactly what the animals will be involved in and any side effect or after care requirements. Explain who in the research team will be doing each procedure and when and how. Make it clear which aspects, if any, of the project are experimental]

**What are the risk and benefits to the animals?**

[Risks and benefits should be clearly stated].

(Benefits should not be exaggerated and the likelihood of this occurring outlined if there is no reasonable chance of a benefit this should be stated. Eg There will be no benefit to you or your animals by participating in this project or We cannot promise you or your animal any benefit from participating in this research.)

Any risks to the animals should be stated and what procedures are in place should any injury occur.]

**How is the project being paid for?**

[If the research is being funded externally state the organisation funding the research and whether they will have any input into the results of the research]

**Will taking part in the project cost me anything and will I be paid?**

[If there is a cost to the animal owner for any procedures or treatment this needs to be clearly explained or if there is a possibility at some point, then how this is triggered and what it will be and if additional consent will be need to do so needs to be explained. If the owner will receive reimbursement of travel cost or expenses or will be paid in some way this should be highlighted here. Also if withdrawing animals from the project will still incur a cost or partial cost explain this here]

**What if I don’t want to allow my animals to be involved in the project?**

Permission for your animals to be in this research is entirely your choice. Only those animals belonging to owners who have provided their consent will be included in the project.

**What if I allow my animal to participate and I then want to withdraw them during the activity?**

[You will need to clearly explain if this is or is not possible or if there are exit points. If so clearly articulate what these exit points are and how to proceed. Explain the implications of withdrawing an animal from the project and, if relevant, how this may impact on the health and welfare of the animal]

**How will my privacy and confidentiality be protected?**

[In many research projects, but not necessarily all, names, identifying information and data collected will be kept confidential, explain if this is the case and how privacy and confidentiality issues will be managed during the project].

**What will happen to the information that you collect from my animal(s)?**

Explain how and where the information you collect will be used, presented or reported.

**Will I be able to access the data obtained from my animal(s)?**

Explain here if the owners will receive any specific reports on their animal(s).

**What do I do if my animal becomes unwell after the project?**

[Explain if there are after care requirements or symptoms to watch out for and what to do if they occur, including a time line of when symptoms may present in the animal. Provide contact details for follow up or where the owner should go is after care issues arise ie their local Vet]

**What should I do if I want to discuss this project further before I decide?**

If you would like further information please contact the Primary Investigator listed above on the contact details provided.

[At least one contact must be the Primary Investigator but you could specify another appropriate research team member. Avoid using personal phone numbers or details or private emails for personal safety reasons. For research with international collaborators or being conducted overseas an international contact number should also be included.

**Who should I contact if I have concerns about the research or the conduct of the project?**

Charles Sturt University’s Animal Care and Ethics Committee has approved this project. If you have any complaints or reservations about the ethical conduct of this project, you may contact the Committee through the Ethics and Compliance Unit via the following contact details:

The ACEC Secretary

Animal Care and Ethics Committee

Research Integrity Unit

Locked Bag 588

Wagga Wagga NSW 2678

Telephone: (02) 6933 4322

Email: animalethics@csu.edu.au

Any issues you raise will be treated in confidence and investigated fully and you will be informed of the outcome.

**Conclusion**

Remind participants to keep the information sheet using these words or similar.

Thanks you for considering this invitation. This information sheet is for you to keep and should be retained by you for your reference.