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**Animal Cadaver and Tissue Use Exemption Form Notification Form**

Animal Ethics Committee



**Animal Ethics Office**

Scientific use of live animals undertaken by Murdoch University staff and students must comply with the requirements of the *Australian Code for the Care and Use of Animals for Scientific Purposes, 2013* (the *Animal Code*) and the *Animal Welfare Act, 2002* (WA). Persons using animals for scientific purposes must consider the 3 Rs: **Replacement, Reduction, and Refinement** at all times. This form IS NOT for the Scientific Use of LIVE ANIMALS. The relevant teaching/research application must be submitted for AEC approval for LIVE animal work. Responses to **ALL** questions must be provided on this form. Applicants should not simply refer to an attachment without summarising relevant material on this form.

(08) 9360 7366

animal.ethics@murdoch.edu.au

All applications are to be submitted in the **IRMA** system as attachments to a coversheet.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title:** | | | | | |  | |
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| **Part A -** | | **Personnel information** | | | | | |
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| **1.1** | **Chief Investigator / Supervisor:**  A Murdoch University internal/adjunct staff member with ultimate responsibility for the project. | | | | | | |
|  | Title | | | Given Name | Surname | | |
|  |  | | |  |  | | |
|  | College | | |  | | | |
|  | Contact Address | | |  | | | |
|  | Telephone No. | | |  | Email | |  |
|  |  | | | | | | |
| **1.2** | **Co-Investigator 1:** | | | | | | |
|  | Title | | | Given Name | Surname | | |
|  |  | | |  |  | | |
|  | College | | |  | | | |
|  | Contact Address | | |  | | | |
|  | Telephone No. | | |  | Email | |  |
|  |  | | | | | | |
|  | **Co-Investigator 2:** | | | | | | |
|  | Title | | | Given Name | Surname | | |
|  |  | | |  |  | | |
|  | College | | |  | | | |
|  | Contact Address | | |  | | | |
|  | Telephone No. | | |  | Email | |  |
|  |  | | | | | | |
|  | **Co-Investigator 3:** | | | | | | |
|  | Title | | | Given Name | Surname | | |
|  |  | | |  |  | | |
|  | College | | |  | | | |
|  | Contact Address | | |  | | | |
|  | Telephone No. | | |  | Email | |  |
|  |  | | | | | | |
|  | **Co-Investigator 4:** | | | | | | |
|  | Title | | | Given Name | Surname | | |
|  |  | | |  |  | | |
|  | College | | |  | | | |
|  | Contact Address | | |  | | | |
|  | Telephone No. | | |  | Email | |  |
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|  | *If there are more than 4 Co-Investigators, complete the “Additional Co-Investigator” form,*  *and attach in the DOCUMENTS tab in IRMA.* | | | | | | |
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| **1.3** | List the responsibilities of the Chief and Co-Investigators as they relate to this project. Please identify any students involved in the project. | | | | | | |
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|  |  | | **Specific Responsibilities** | | | | |
|  | **CI** | |  | | | | |
|  | **Co-I 1** | |  | | | | |
|  | **Co-I 2** | |  | | | | |
|  | **Co-I 3** | |  | | | | |
|  | **Co-I 4** | |  | | | | |
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| **Part B -** | | **Lay Summary** | | | | | |
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| **2.1** | Provide a lay summary for this request. | | | | | | |
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| **Part C -** | | **Project Details** | | | | | |
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| **3.1** | Have the cadavers or tissues been collected for another project with ethics approval? If yes, provide details including title and ethics approval number. | | | | | | |
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| **3.2** | Have the cadaver or tissue samples been collected specifically for your project? Please explain.  **Note\*** If yes, you may require a full animal ethics application.  Please contact the Animal Ethics Office for advice if you are unsure.  Details: 08 9360 6472 / 9360 7366 / animal.ethics@murdoch.edu.au | | | | | | |
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| **3.3** | Specify the type of cadaver or tissue requested for use, the animal species from which it is sourced and the number required?  *e.g.* Blood and serum samples plus ovarian tissue from 50 non-pregnant cows (total 50 blood samples + 50 ovarian tissue samples). | | | | | | |
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| **3.4** | Where will the cadavers or tissues be sourced from? How have they become available for your teaching or research? | | | | | | |
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| **3.5** | If cadavers or tissues have been sourced from privately owned animal/s, has owner consent been explicitly obtained from the owner/s?  **Note\*** You may be asked to supply copies of completed consent forms.  Please contact the Animal Ethics Office for advice if you are unsure.  Details: 08 9360 6472 / 9360 7366 / animal.ethics@murdoch.edu.au | | | | | | |
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| **3.6** | How will the data obtained from the requested samples contribute to scientific understanding? | | | | | | |
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| **3.7** | Briefly summarise what will be done with the cadavers or tissues obtained. | | | | | | |
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| **3.8** | Will any of the cadavers or tissues be stored beyond this use? If yes, describe where, and how, it will be stored. Who will be responsible for storage? | | | | | | |
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| **3.9** | Will any of the material be re-used or be made available for use by others?  If yes, then please describe how. | | | | | | |
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| **Part D -** | | **Legislative and Regulatory Controls** | | | | | |
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| **4.1** | **Permits, Laws and Regulations** | | | | | | |
|  | Is the acquisition, retention or use of cadavers, tissues or samples in this project, subject to any permit, law or regulation of the State or Commonwealth, e.g. Fauna Licences. If yes, provide details. | | | | | | |
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| **4.2** | **Potential conflict/s of Interest** | | | | | | |
|  | Do you have any actual or potential interest, including any financial interest or other relationship or affiliation that may affect judgements and decisions regarding the acquisition and use of the requested cadavers or tissues?  If yes, provide details. | | | | | | |
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for Animal Ethics forms

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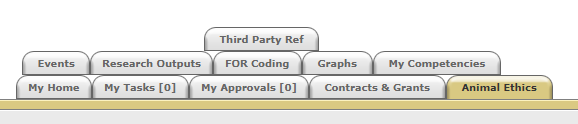
**Submission Information**

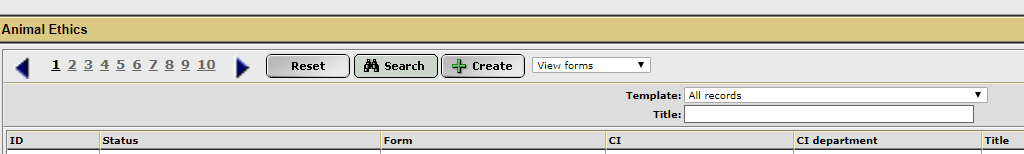
**How to submit this form:**

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All forms are received and processed through the IRMA system. To do this, you will need to create a “**Coversheet**” in IRMA and attach this form and any supporting documents as part your submission.

1. Begin by creating a Coversheet. Log into IRMA and click on “**Researcher Profile**” (found in the top right-hand corner of your screen). If you do not have IRMA access, contact IT through ServiceNow.



1. Click on the “**Animal Ethics**” tab:
2. Ensure the drop-down option is showing as “**View Forms**”, and click the “**Create**” button to create a new coversheet:
3. Select the Cadaver and Tissue Usage Notification coversheet template from the drop-down list (shown below), and then click “**Next**”:

A screenshot of a computer

Description automatically generated with medium confidence

1. A screenshot of a computer

   Description automatically generated with medium confidenceA new screen will appear (see below). Complete the first tab, “**Coversheet**” to provide the researcher and project information. Click on the weblink and download the **“Cadaver and Tissue Usage Notification”** form.
2. When this form is complete, save the document to your computer and upload a copy into the IRMA coversheet. Click on the “**Documents**” tab (shown in 5. picture) and upload the form by clicking the “+ **Add**” button. Include any other supporting documentation, e.g. monitoring sheets, owner consent forms, SOPs, etc., in the “**Documents**” tab. Ensure each attachment is clearly labelled when uploading.
3. Once this form has been uploaded into IRMA, return to the “**Coversheet**” tab and click the “**Submit**” button (as shown in pic in 5.).

**TASK COMPLETE**