

AE

004

Animal Ethics Committee

**Wildlife Trapping/Netting Teaching Application Form**



Scientific use of 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 R’s: **Replacement, Reduction, and Refinement** at all times.

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.

**Animal Ethics Office**

(08) 9360 7366

animal.ethics@murdoch.edu.au

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

|  |  |  |
| --- | --- | --- |
| **Teaching Unit Title and Number:** |  |  |
|       |
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| **Part A -**  | **Personnel information** |
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| **1.1** | **Chief Investigator / Supervisor:** A Murdoch University internal staff member with ultimate responsibility for the projectIf you are not an internal Murdoch University staff member e.g., Adjunct, external applicant, contact the Animal Ethics Office for further information. |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  | School |       |
|  | Contact Address |       |
|  | Telephone No. |       | Email |       |
|  |  |
| **1.2** | **Other Internal Teaching and General Staff involved:** |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  | School |       |
|  | Contact Address |       |
|  | Telephone No. |       | Email |       |
|  |  |
|  | **Other Internal Teaching and General Staff involved:** |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  | School |       |
|  | Contact Address |       |
|  | Telephone No. |       | Email |       |
|  |  |
|  | **Other Internal Teaching and General Staff involved:** |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  | School |       |
|  | Contact Address |       |
|  | Telephone No. |       | Email |       |
|  |  |
|  | **Other Internal Teaching and General Staff involved:** |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  | School |       |
|  | Contact Address |       |
|  | Telephone No. |       | Email |       |
|  |  |
|  | *If there are more than 4 Co-Investigators, complete the “Additional Co-Investigator” form,**and attach in the DOCUMENTS tab in IRMA.* |
|  |  |
| **1.3** | **List the responsibilities of the Staff as they relate to this project.** |
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|  |  | **Responsibilities**  |
|  | **CI** |       |
|  | **Staff 1** |       |
|  | **Staff 2** |       |
|  | **Staff 3** |       |
|  | **Staff 4** |       |
|  |  |
| **1.4** | **List qualifications, training and experience related to responsibilities for each investigator.** Briefly summarise how they are appropriate to the procedures to be performed and species to be used. |
|  |  |
|  |  | **Qualifications, training, experience** |
|  | **CI** |       |
|  | **Staff 1** |       |
|  | **Staff 2** |       |
|  | **Staff 3** |       |
|  | **Staff 4** |       |
|  |  |
| **1.5** | **Specific responsibilities** |
|  | Although some investigators have specific responsibilities, all investigators have personal responsibility for all matters that relate to the wellbeing of animals that they use for the duration of the approved period until provisions are made for the animal at the conclusion of their use. |
|  |  |
|  | **Primary Contact***Provide the name of the investigator who oversees the day-to-day aspects of the teaching unit. This need not be the Chief Investigator.* |       |
|  | **Emergency Contact***Provide the name of the investigator who can be contacted in an emergency.* |       |
|  | **Routine Care Contact***Provide the name of the person is responsible for the routine care of the animals e.g. if they are housed on a farm or in an animal house. Is this person the same as the primary contact?* |       |
|  | **Monitoring Contact***Provide the name of the investigator responsible for the ongoing monitoring of the animals, including weekdays, weekends / out of hours, and holiday periods (i.e. Christmas).* |       |
|  | **Nominated Person***Who will be responsible for completing the annual reports and providing the yearly animal usage numbers?* |       |
|  | **Euthanasia** *Provide the name of the person responsible for conducting the humane killing/euthanasia.*  |       |
|  |  |
| **1.6** | Is this project a continuation of a previously approved Murdoch University Teaching Application? | Yes [ ]  No [ ]   |
|  | *If yes, provide AEC permit number*. |       |
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| **1.7** | **Location of project**  |
|  | Provide details of the locations at which you will be trapping or netting (for locations that are remote or not readily identifiable to the layperson, provide details of the closest town or identifiable location). If you have identified more than one location, specify which animals will be targeted at each location |
|  | *If yes, specify below.* |
|  |       |
|  |  |
|  | (i) | Will this project, or parts of it, require the use of animals located outside Western Australia? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide non-WA location.* |
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| **Part B -** | **Teaching Unit Educational Objectives***In this section, describe the aims and objectives of the unit. It is important to use plain English to ensure that all AEC members understand the proposed unit.* |
|  |  |
| **2.1** | **Keywords** |
|  | Provide a list of and definitions for any technical terms and acronyms to assist the AEC to understand this application: |
|  | **Term** |  | **Lay Explanation**  |
|  |       |  |       |
|  |  |
| **2.2** | Give a brief, plain English description of the educational objectives of this unit and explain why the use of live animals is relevant to teaching them. |
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|  |       |
|  |  |
| **2.3** | Describe how animals will be used in this teaching exercise. A flowchart may be attached to help explain the methodology, number and frequency or animal use. Include details of the student/demonstrator ratio and student/animal ratio. |
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|  |       |
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| **2.4** | Will the same animals be used for teaching on multiple occasions during the semester / teaching period in this unit? If so, provide details about the number of times this will occur. |
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|  |       |
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| **2.5** | How will attainment of educational objectives be assessed? |
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|  |       |
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| **Part C -** | **Animal Wellbeing and Refinement** *In this section, identify and justify the impact of all aspects of the project on the animal’s well-being from the time it is obtained until the project is completed. At each step, provide information about how impacts on the animals will be minimised.* |
|  |  |
| **3.1** | **Describe in detail all procedures to be performed for each experiment.**Provide an overview including the number of trapping or netting sessions. When is the safest time to trap / net the animals? Are there any seasonal factors which impact on the trapping or netting? How do these fit with the overall project? Will any animals be targeted due to their numbers, sex, age, disease status or other reasons? |
|  | *Consider providing a flow chart, diagram or timetable of the experiment/s to assist the AEC’s understanding. Attach any relevant SOPs in the DOCUMENTS tab in IRMA*. |
|  |       |
|  |  |
| **3.2** | **Feral Animals** |
|  | (i) | Will the target or bycatch species include feral animals? | Yes [ ]  No [ ]   |
|  |  | *If yes,* *provide details about what will happen to the animal following capture, including any regulatory requirements.* |
|  |  |       |
|  |  |
| **3.3** | **Pregnant Animals** |
|  | Does the project involve the use of pregnant animals? | Yes [ ]  No [ ]   |
|  | *If yes, give details. Identify the potential causes of adverse impacts on the wellbeing of these pregnant animals and the monitoring plan proposed*. *Include embryos/foetuses from ½ gestation onwards in the animal allocation numbers required for the research.* |
|  |       |
|  |  |
| **3.4** | **Animal handling and restraint** |
|  | Will the animal/s be handled or restrained during the course of this unit? | Yes [ ]  No [ ]   |
|  | *If yes, describe the device and restraining procedure, including humane interventions to reduce stress on animals being restrained.* |
|  |       |
|  |  |
| **3.5** | **Animal Housing** |
|  | (i) | Does this research involve transport of animals? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details including:* *How many animals will be transported? In what kinds of cages or receptacles will they be transported? How far will they be transported? What precautions will be taken against heat/cold and stress? Where will they be transported to? Once they arrive at the location, will they remain part of this project or become part of another project? Will they be released at the end or euthanased?* |
|  |  |       |
|  |  |  |
|  | (ii) | If animals will be moved from the site of capture, where will animals be held? |
|  |  | **Location:** |       | **Room** *(where applicable)***:** |       |
|  |  |
|  | (iii) | How long will animals be held in this location including acclimatization? |
|  |  |       |
|  |  |
|  | (iv) | Have the housing requirements for the animals been discussed with staff at the proposed animal facility? | Yes [ ]  No [ ]   |
|  |  | *If yes, name the person who has been consulted.* |
|  |  |       |
|  |  |
|  | (v) | What measures will be taken to enhance animal welfare during the time the animals are part of the project? Consider issues such as housing design, handling, conditioning, and what the animals will be fed and how this will compare with their natural diet. |
|  |  | *Provide details.* |
|  |  |       |
|  |  |
|  | (vi) | Will enrichment be provided? | Yes [ ]  No [ ]   |
|  |  | *If yes, describe the enrichment program. If no, justify why enrichment is not required.* |
|  |  |       |
|  |  |
| **3.6** | **Animal Use** |
|  |  | **Animal Numbers** |  |
|  | **Species / Strain & Common Name** | **Target or Bycatch?** | **Yr 1** | **Yr 2** | **Yr 3** | **Total** |
|  |       |       |       |       |       |       |
|  |       |       |       |       |       |       |
|  |       |       |       |       |       |       |
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|  |       |       |       |       |       |       |
|  | *If more than 15 species or strains of animals will be used in this project, attach a separate table in the DOCUMENTS tab in IRMA*.*Ensure that you have stated your rationale for the choice of animal in Teaching Unit Details.* |
|  |  |  |
| **3.7** | Do you plan to use any methods for capture other than trapping or netting? | Yes [ ]  No [ ]   |
|  | *If yes, provide details.* |
|  |       |
|  |  |
| **3.8** | **Rare or Endangered Species** |  |
|  | Are any of the target species classified as rare or endangered? | Yes [ ]  No [ ]   |
|  | *If yes, specify which standard you have used (e.g. IUNC, DEC) and justify the use of the animals. Is there a related, alternative species suitable for the project? Animals from an endangered species must not be used unless the research is of direct benefit to the conservation of that species and will not further endanger the target species.* |
|  |       |
|  |  |  |
|  | (i) | Estimate how many animals or what proportion of the animals will be released immediately following capture without any further intervention. |
|  |  |       |
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| **Part D -** | **Replacement** *In this section, explain what alternatives you have considered and why animals are needed for the project.* |
|  |  |
| **4.1** | Could conventional field observations be used to obtain the required results? | Yes [ ]  No [ ]   |
|  | *If yes, why is trapping or netting being utilised? If no, why not.* |
|  |       |
|  |  |
| **4.2** | Have you considered potential alternatives to animals for all, or parts, of this project?  | Yes [ ]  No [ ]   |
|  | *If yes, provide details of the alternatives implemented or why alternatives were not suitable?**If no, justify the need for the use of animals in this project.* |
|  |       |
|  |  |
| **4.3** | Will the results of this project assist in developing techniques that do not require the use of animals?  | Yes [ ]  No [ ]   |
|  | *If yes, specify below.* |
|  |       |
|  |  |
|  |  |
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| **Part E -**  | **Reduction** *In this section, provide information about the number of animals, the species and strain, the reasons why this number is necessary, whether there is an opportunity for sharing tissues or animals and strategies you have utilised to minimise the overall number of animals you plan to use.* |
|  |  |
| **5.1** | Why is it necessary to capture animals? |
|  |       |
|  |  |
| **5.2** | What strategies are in place to ensure that only the minimum number of animals necessary for this unit will be used?  |
|  |       |
|  |  |
| **5.3** | **Statistical Explanation** |
|  | (i) | To decide on the number of animals you plan to use, have you used a statistical calculation? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details. If no, describe how you have arrived at the number of animals necessary for this project.* |
|  |  |       |
|  |  |
|  | (ii) | Will statistical comparisons be made as part of the investigation? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details of the types of statistical analyses that are planned. How does this match the number of animals you expect to use for the study?* |
|  |  |       |
|  |  |
| **5.4** | If you have consulted a statistician or biometrician for advice on the statistical calculations for this project, provide the name and contact details for the person you have consulted (the statistician or biometrician does not need to be an investigator on the project). |
|  |       |
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| **Part F -** | **Impact**  |
|  |  |
| **6.1** | **Harm or potential harm to the animal**  |
|  | Identify any potential harm/s to the animal that may arise from this research, including pain, distress and loss of life. Identify how harms will be mitigated. |
|  |       |
|  |  |
|  | (i) | Will animals show clinical symptoms or changes in behaviour during this research? | Yes [ ]  No [ ]   |
|  | *If yes, describe what you would expect to see. How will the animals be monitored? What are the intervention points and what kinds of interventions will be undertaken?* |
|  |       |
|  |  |
| **6.2** | What traps or nets will be used? How will they be marked or identified? |
|  |       |
|  |  |
| **6.3** | How many traps or nets will be set, over what area and over what period of time? |
|  |       |
|  |  |
| **6.4** | What is the maximum number of traps / nets per investigator that will be set? |
|  |       |
|  |  |
| **6.5** | How often and at what times will traps / nets be checked or cleared? |
|  |       |
|  |  |
| **6.6** | Will any kind of bait be used? | Yes [ ]  No [ ]   |
|  | *If yes, specify what will be used and how.* |
|  |       |
|  |  |
| **6.7** | When is the safest time to release the animals? (Consider issues such as whether the species is nocturnal and any seasonal issues including the reproductive biology of the species). Identify how you have arrived at this judgment (e.g. literature review, expert advice, previous experience). |
|  |       |
|  |  |
| **6.8** | What precautions will be taken if pregnant, lactating animals or animals with pouch young are captured?  |
|  |       |
|  |  |
| **6.9** | What precautions will be taken to minimise the impact of the weather, especially if animals will remain in the net or trap for a period of time? Consider rain, cold, heat and other potential weather impacts. |
|  |       |
|  |  |
| **6.10** | Is the trapping or netting likely to expose any of the animals to predation risks? | Yes [ ]  No [ ]   |
|  | *If yes, identify these risks and describe how you will minimise them.* |
|  |       |
|  |  |
| **6.11** | **Procedures**  |
|  | Provide a list of surgical (e.g. spay) or non-surgical (e.g. gavage) procedures and the likely impact of them on the animals. |
|  |  |
|  | **Type of procedure (surgical / non-surgical)***e.g. insertion of catheter* | **Expected impacts of the procedure***e.g. temporary pain* | **Expected frequency of adverse impacts***e.g. always, 2%, rarely* | **Refinements taken to minimise adverse impacts***e.g. analgesia provided* |
|  |       |       |       |       |
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| **6.12** | **Identification of Animals** |
|  | (i) | Will animals be marked for identification or re-capture? | Yes [ ]  No [ ]   |
|  |  | *If yes,* *how will they be marked? What impact/s will this have to the animal? What alternatives have been considered and rejected?* |
|  |  |       |
|  |  |
|  | (ii) | Will any tracking equipment be utilised? | Yes [ ]  No [ ]   |
|  |  | *If yes,* *how will this be attached to the animal (e.g. collar, surgical implant)? How will the animal be tracked and over what period of time? What will happen to the tracking device once tracking is completed?* |
|  |  |       |
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| **6.13** | **Sample Collection** |
|  | Describe any samples you intend to collect from the animals. What samples will be collected? How will the samples be collected? What equipment will be used to collect the samples? With what frequency will samples be collected (especially if re-sampling the same animals)? Will the collection of samples expose the animals to any risks? e.g. if blood sample include: volume, needle gauge, site of venepuncture, and number of attempts. |
|  | *Attach any relevant SOPs in the DOCUMENTS tab in IRMA.* |
|  |       |
|  |  |
| **6.14** | **Re-use of Animals** |
|  | Will any individual animals be used in more than one AEC approved permit? | Yes [ ]  No [ ]   |
|  | *If yes, provide justification for the re-use and AEC permit number/s:* |
|  |       |
|  |  |
| **6.15** | **Summary of Pharmacological Agents and Substances Administered** |
|  | Will any pharmacological agents or substances be administered? | Yes [ ]  No [ ]   |
|  | *If yes, provide details.* |
|  |  |
|  | **Agent / Substance** | **Drug** | **Dosage** | **Frequency** | **Route Administered** |
|  | **Anaesthetic Agent** |       |       |       |       |
|  | **Post-Operative Analgesic** |       |       |       |       |
|  | **Tranquilliser** |       |       |       |       |
|  | **Antibiotic** |       |       |       |       |
|  | **Other** |       |       |       |       |
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| **Part G -**  | **Monitoring and Fate of animals** |
|  |  |
| **7.1** | **Animal Monitoring**  |
|  | *Attach a monitoring chart to clearly indicate intervention points and responses in the DOCUMENTS tab in IRMA*. *See example monitoring charts on the RE&IO website* [*http://our.murdoch.edu.au/Research-Ethics-and-Integrity/Animal-ethics/Forms/*](http://our.murdoch.edu.au/Research-Ethics-and-Integrity/Animal-ethics/Forms/) |
|  |  |
|  | (i) | How will the animals be monitored in the field? |
|  |  |       |
|  |  |
|  | (ii) | How will the animals be monitored during capture and handling? |
|  |  |       |
|  |  |
|  | (iii) | If the animals are taken into captivity, how will they be monitored? What signs will be monitored and how frequently? |
|  |  |       |
|  |  |
|  | (iv) | What monitoring will be undertaken post-release? |
|  |  |       |
|  |  |
|  | (v) | Where will monitoring records be kept? |
|  |  | *Animal monitoring records should ordinarily be retained as close as possible to the animals and must be accessible to all relevant staff and AEC personnel. Investigators are encouraged to retain copies of records in another location.* |
|  |  |       |
|  |  |
|  | (vi) | Will humane endpoints be used as part of this research? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details.* |
|  |  |       |
|  |  |
| **7.2** | **Fate of Distressed or Injured Animals**  |
|  | (i) | What criteria will be used to decide if a distressed or injured animal needs to be retired from the teaching unit or humanely killed? |
|  |  |       |
|  |  |
|  | (ii) | Provide the name, contact details and relevant experience of the nominated veterinarian who is available for monitoring or assessment of animals. *If this is not required, justify the reason.*  |
|  |  |       |
|  |  |
| **7.3** | **Humane Killing/Euthanasia** *Include in this section details of both planned euthanasia and euthanasia that may need to be performed in an emergency.* |
|  |  |
|  | (i) | List the details of the humane killing/euthanasia method that will be used for each species. |
|  |  |       |
|  |  |
|  | (ii) | Justify the choice of method for humane killing/euthanasia. |
|  |  |       |
|  |  |  |  |
|  | (iii) | Will pharmacological methods be used? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details or attach the relevant SOP in the DOCUMENTS tab in IRMA*. |
|  |  |  |
|  |  | **Drug** | **Dosage** | **Route Administered** |
|  |  |       |       |       |
|  |  |       |       |       |
|  |  |       |       |       |
|  |  |       |       |       |
|  |  |
|  | (iv) | Will non-pharmacological methods of euthanasia be used? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details including method to be used, the name of the person who will perform the euthanasia and confirm that the person is / will be skilled to carry out the procedure. An SOP can be attached to the DOCUMENTS tab in IRMA.* |
|  |  |       |
|  |  |
|  | (v) | Do you have a euthanasia method for emergencies that is species appropriate? | Yes [ ]  No [ ]   |
|  |  | *If yes, state the emergency method.* *If no, explain why this is unnecessary, impractical or not warranted.* |  |
|  |  |       |
|  |  |
|  | (vi) | Will a registered veterinarian be consulted before a decision to humanely kill an animal is made? | Yes [ ]  No [ ]   |
|  |  | *If no, explain why this is unnecessary, impractical or not warranted.* |
|  |  |       |
|  |  |
|  | (vii) | What provision is available for any dependent offspring?  |
|  |  |       |
|  |  |  |
|  | (viii) | Describe how death will be confirmed using at least **two** criteria |
|  |  |       |
|  |  |  |
|  | (ix) | What percentage of animals do you expect to die (including from natural causes) or require intervention euthanasia during the teaching unit? |
|  |  | *Explain likely reasons for the anticipated loss rate.* |
|  |  |  |
|  |  | **Potential cause of death or euthanasia***e.g. pregnancy toxaemia* | **Steps taken to minimise impact***Regular monitoring, supportive treatment, veterinary assessment* | **Percentage of animals affected***<1%* |
|  |  |       |       |       |
|  |  |       |       |       |
|  |  |       |       |       |
|  |  |       |       |       |
|  |  |
| **7.4** | Has provision been made for a post mortem in the event of an unexpected death or euthanasia?  | Yes [ ]  No [ ]   |
|  | *If yes, provide details of who will conduct the post mortem, where it will be performed and whether issues of body storage and transport have been addressed. If no, provide an explanation as to why.* |
|  |       |
|  |  |
| **7.5** | **Disposal of Carcasses**  |
|  | (i) | How will carcasses be disposed of? |
|  |  |       |
|  |  |
|  | (ii) | Will there be opportunity to use carcasses or tissues in any other project? Specify what consideration has been given to this possibility. |
|  |  |       |
|  |  |
| **7.6** | **Fate of remaining animals at the end of the project**  |
|  | (i) | What will happen to any non-target species captured as part of this teaching unit? If this is different for different species likely to be captured, outline for each species. |
|  |  |       |
|  |  |
|  | (ii) | What will happen to any feral species capture as part of this project? |
|  |  |       |
|  |  |
|  | What will happen to any remaining animals once the project is completed?  |
|  |  |
|  | **Fate** | *Tick* ***all*** *that apply* |  |
|  | (i) | Planned humane killing | [ ]  |  |
|  | (ii) | Never removed from natural environment | [ ]  |  |
|  | (iii) | Returned to natural environment | [ ]  |  |
|  | (iv) | Reused within Murdoch University | [ ]  |  |
|  | (v) | Given to another project (reuse) external to Murdoch University | [ ]  |  |
|  | (vi) | Remain in Project | [ ]  |  |
|  | (vii) | Return to breeding stock/farm herd | [ ]  |  |
|  | (viii) | Returned home with owners | [ ]  |  |
|  | (ix) | Rehomed | [ ]  |  |
|  | (x) | Sent to abattoir | [ ]  |  |
|  | (xi) | Other, specify:  |       |  |
|  |  |
| **7.7** | **Health risks**  |
|  | (i) | Are there any other health risks to the animals in this teaching unit? | Yes [ ]  No [ ]   |
|  | (ii) | Are there any health risks to humans arising from this project? (e.g. the staff handling the animals, radiation, teratogens, Other potentially infectious or hazardous agents which may pose a health risk to staff or animals, etc. | Yes [ ]  No [ ]   |
|   |  | *If yes to either of the above, explain the nature of the risk and the precautions to be taken.*  |
|  |  |       |
|  |  |
| **7.8** | **Other ethical considerations** |
|  | Are there any other features of your proposal, which raise other ethical considerations such as a requirement for human ethics approval? | Yes [ ]  No [ ]   |
|  | *If yes, provide details.* |
|  |       |
|  |  |
|  |  |
|  |  |
| **Part H -**  | **Legislative and Regulatory Controls** |
|  |  |
| **8.1** | **Permits, Laws and Regulations**  |
|  | Is the acquisition, retention or use of animals in this teaching unit, subject to any permit, law or regulation of the State or Commonwealth, e.g. Reg 17 permit? | Yes [ ]  No [ ]   |
|  | *If yes, provide details.* |
|  |       |
|  |  |
| **8.2** | **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 wellbeing of the animals involved? | Yes [ ]  No [ ]   |
|  | *If yes, provide details.* |
|  |       |

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**Submission Information**

for Animal Ethics forms

**How to submit this form:**

013

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, lodge a request with 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 **New Application** coversheet template from the drop-down list (see below) and then click “**Next**”:
4. A 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 **“Wildlife Teaching Application”** form.
5. 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.
6. 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**