

# **FACT SHEET FOR PRIOR REVIEW ANIMAL ETHICS APPLICATIONS**

October 2021

# Ratification of projects approved by other Animal Ethics Committees

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As research is often performed collaboratively across institutions, the Griffith University Animal Ethics Committee (AEC) regularly considers applications approved by other AECs. It is a requirement of the Australian Code for the Care and Use of Animals for Scientific Purposes (Code) that investigators notify the AEC in writing if they are involved in collaborative studies using animals at another institution, or if they are named in an application to the AEC of another institution (see Clause 2.4.9 and 2.6.8 of the Code).

Clause 2.6.4 of the Code requires institutions “ensure that projects involving investigators from more than one institution, or the care and use of animals at more than one institution, are approved and monitored by the responsible AECs. Procedures must be developed and implemented to ensure that:

- (i) all parties involved are aware of, and can meet, their respective responsibilities under the requirements of the Code
- (ii) a project does not commence before each AEC approves, or the delegate AEC approves (see Clause 2.6.5), activities to be conducted by members of its institution. Each AEC should be responsible for approval and monitoring of animal care and use that occurs at the institution for which it acts
- (iii) the responsible AECs are aware of all aspects of the proposed use of animals, and consider the cumulative effects on the wellbeing of the animals involved
- (iv) the responsible AECs can inspect the animals so that all phases of the project are monitored, including any animal transport between sites
- (v) animals will receive appropriate care in all phases of the project, including any animal transport between sites
- (vi) clear communication channels are established between all AECs and all investigators”.

## 1.0 Conditions

Where an application has already been approved by a Primary AEC the submission of a Prior Review application in RIMs is required. Prior Review applications will be considered by the Executive Committee between scheduled meetings. The Executive Committee may:

- a) ratify the approval of the Primary AEC, or
- b) refer the application to the full Animal Ethics Committee at the next scheduled AEC meeting.

This process will be adopted for:

- applications approved at other institutions where Griffith personnel are listed, irrespective of whether Griffith personnel will perform any work with animals, and applications approved at other institutions with some or all animal work being done in Griffith facilities.

The following information must be provided by Griffith personnel by the completion of a Prior Review form:

- names of all Griffith and non-Griffith personnel involved in the project.
- expected duration of the project
- funding sources (if applicable)
- if any animals will be held or used at Griffith University facilities
- a description of the nature of the involvement of Griffith personnel
- for all external agencies where collaborators are employed:
  - researcher name
  - Institution/Organisation name
  - Scientific User Number or Accreditation Number
  - State
  - Country
- name and contact details of the AEC(s) that have approved (or considering) the project
- the institutional AEC who will be responsible for monitoring the project
- the institutional AEC who will produce the annual report
- a copy of the original application approved by the Primary AEC
- a copy of the approval notification issued by the Primary AEC
- for collaborations across multiple institutions/organisations, copies of approvals from all other AECs are required

A project may not commence until each AEC approves activities to be conducted by members of its institution.

If modifications to the project are made, approval must first be sought from the Primary AEC. Once approved by the Primary AEC, the Griffith University AEC must be notified of the modification.

**Related Policies, Procedures & Forms:**

[Australian Code for the Care and Use of Animals for Scientific Purposes](#)

[Animal Care and Protection Act \(2001\)](#)

[Griffith University Code of Conduct Policy](#)

[Australian Code for the Responsible Conduct of Research](#)