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AE

Animal Ethics Committee

**Reciprocal 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.

This form is to be used when a Murdoch University staff or student is involved in a project approved by another institution’s Ethics Committee.

**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.

|  |  |  |
| --- | --- | --- |
| **Project Title:** |  | **Office Use Only:** |
|       |  | Permit No: | **N** |
|  | Submission Date: |  |
|  |  |  |  |
| **Part A -** | **Collaborative Project Information** |
|  |  |
| **1.1** | **Is this a collaborative project between Murdoch University and another institution?** | Yes [ ]  No [ ]   |
|  | *If yes, state the name and location of the institution/s.* |
|  |       |
|  |  |
| **1.2** | **Provide the name of the main contact/s for the other institution/s:** |
|  |  |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  | School |       |
|  | Contact Address |       |
|  | Telephone No. |       | Email |       |
|  |  |
| **1.3** | **State how the facilities of the other institution/s will be used.** |
|  |       |
|  |  |
|  |  |
|  |  |
| **Part B -** | **Murdoch University Personnel information** |
|  |  |
| **2.1** | **Murdoch Investigator 1:** |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  | School |       |
|  | Telephone No. |       | Email |       |
|  |  |
|  | **Murdoch Investigator 2:** |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  | School |       |
|  | Telephone No. |       | Email |       |
|  |  |
|  | **Murdoch Investigator 3:** |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  | School |       |
|  | Telephone No. |       | Email |       |
|  |  |
|  | **Murdoch Investigator 4:** |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  | School |       |
|  | 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.* |
|  |  |
| **2.2** | **List the responsibilities of the Murdoch Investigators as they relate to this project.**  |
|  |  |
|  |  | **Responsibilities**  |
|  | **CI** |       |
|  | **Co-I 1** |       |
|  | **Co-I 2** |       |
|  | **Co-I 3** |       |
|  | **Co-I 4** |       |
|  |  |
| **2.3** | **List qualifications, training and experience and how they relate to responsibilities for each Murdoch investigator.** Briefly summarise how they are appropriate to the procedures to be performed and species to be used. |
|  |  |
|  |  | **Qualifications, training, experience** | **Application to procedure**  |
|  | **CI** |       |       |
|  | **Co-I 1** |       |       |
|  | **Co-I 2** |       |       |
|  | **Co-I 3** |       |       |
|  | **Co-I 4** |       |       |
|  |  |
| **2.4** | **Identify any training needs and indicate how these will be provided.** |
|  |       |
|  |  |
| **2.5** | **Location.**Where will this project be conducted? |
|  |       |
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|  |  |
|  |  |
| **Part C -**  | **Legislative and Regulatory Controls** |
|  |  |
| **3.1** | **Permits, Laws and Regulations**  |
|  | Is the acquisition, retention or use of animals in this project, subject to any permit, law or regulation of the State or Commonwealth, e.g. Reg 17 permit? | Yes [ ]  No [ ]   |
|  |  |
| **3.2** | **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.* |
|  |       |
|  |  |
|  |  |
|  |  |
| **Part D -**  | **Submission Checklist** |
|  |  |
|  | **Ensure you include the following with your submission:** | *Attached:* |  |
|  | (i) | Ethics application submitted to the other institution’s AEC | [ ]  |  |
|  | (ii) | Any application supporting documents (i.e. monitoring sheets, etc) | [ ]  |  |
|  | (iii) | Approval Letter from the other AEC. | [ ]  |  |
|  |  |

for Animal Ethics forms

**Submission Information**

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**How to submit Animal Ethics forms in IRMA:**

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 **Reciprocal** coversheet template from the drop-down list (shown below), and then click “**Next**”:



1. A new screen will appear (see below). Complete the first tab, called “**Coversheet**”, to provide the researcher and project information. Click on the weblink and download the **“Reciprocal Application”** form.
2. When the form has been downloaded and completed, save the document to your computer, and upload a copy into the IRMA coversheet you have just created. Click on the “**Documents**” tab and upload the form by clicking the “+ **Add**” button.

Include any other supporting documentation, e.g. monitoring sheets, owner consent forms, SOPs, references, etc., in the “**Documents**” tab. Ensure each attachment is clearly labelled in the “Document Description” box.

1. Once this form, and all other supporting documentation, have been uploaded into IRMA, return to the “**Coversheet**” tab and click the “**Submit**” button.

**TASK COMPLETE**