Department of Primary Industries and Regional Development
GOVERNMENT OF WESTERN AUSTRALIA

Protect
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Innovate

DPIRD Animal Ethics Committee (AEC) Submission Guidelines

The following submission guidelines are intended for use by all Department of Primary Industries (DPIRD) researchers submitting proposals to the DPIRD AEC. These guidelines will cover the full process from notification of the Animal Ethics Office (AEO) to the use of Microsoft Dynamics and meeting procedures. These guidelines have been endorsed by the Committee and its Chairperson, as well as the Animal Research Committee (ARC) and its Chair. For clarification on any of the steps involved in these guidelines, please contact the AEO at AnimalEthicsOffice@dpird.wa.gov.au.

Contents

Last updated November 2023 by Natascha Sieg

1. Preparation

1.1 Do I need AEC approval?

AECs exist to approve the ethical use of animals for scientific or educational purposes.

If your research trial/demonstration involves the *use* of animals in any way, AEC approval is necessary to protect you and the animals involved in your activity. 'Use' can include but is not limited to:

- Observation of animals (e.g., cameras, baits, tracking, visual observation)
- Animal feed studies
- Animal surgery
- Demonstrating best animal practices to industry
- Education involving animal management to producers
- Animal death as an end point in your research (lethality testing)

Examples of activities that do not require ethical review:

- Plant trials on pastures where animals are present but not being used
- Practical work, work experience and on-the-job training
- Veterinary science done as a part of an animal's clinical care
- Standard operational procedures on farms/sites where research is not occurring

If you are unsure if you need AEC approval for your activity, please email the Animal Ethics Office (AnimalEthicsOffice@dpird.wa.gov.au) for guidance before commencement.

1.2 Preparing to Submit

As soon as the Primary Investigator (PI) is aware that animals will be used in their research trial and therefore AEC approval is necessary, the researcher must notify the Animal Ethics Office (AEO). The AEC meet every 2 months, with the Animal Research Committee (ARC) meeting beforehand on the alternating months. As soon as the researcher notifies the AEO of their intent to submit, the AEO will advise of the next upcoming submission date (these submission dates will also be made available on the DPIRD AEC website so that researchers can prepare ahead of time).

The full process of submission to the ARC, ARC meeting, AEC meeting, and approval takes at least 8 weeks. Therefore, the researcher should be aware of the timeframe they need before commencement of the trial in order to meet submission deadlines. If a submission is prepared in a rush, it is likely not to make it into the correct submission date, thus pushing back approval. A scientific activity involving animal use **cannot commence without AEC**

approval. It is in your best interest to begin the AEC approval process at least 6 weeks before you plan to commence the activity.

Late submissions may at times be accepted depending on the circumstances (animal emergency, concern for welfare) and at the Chairperson's discretion, however it is never guaranteed. Forgetting and losing track of time are not sufficient reasons. If you are ever unsure of the due dates, steps, or relevancy to your project, please contact the AEO so we can assist you through the process.

1.3 Timeline of Approval

- 6 weeks

PIs must notify the AEO that they intend to submit a proposal for AEC approval for the next AEC meeting. PIs then either fill out a form or create the trial in Dynamics by the submission date for the ARC.

- 5 weeks

Proposal checked by AEO. Some changes may be required to the welfare and statistical sections. Submission due date for the Animal Research Committee (ARC). No more changes to the proposal after this date. The Executive Officer (EO) of the AEO will contact PIs for availability to attend the ARC meeting.

- 3 weeks

ARC meeting occurs. The science of the proposal is discussed. PIs attend the meeting and must take notes on the changes required for approval.

- 2 weeks

Submission date for AEC meeting. PIs must have made their changes from the ARC by this date and notified the AEO, or they will not be considered for the meeting. No more changes to be made to the proposal.

- 2 weeks

EO will contact PIs to arrange attendance at the AEC meeting, and distribute the Teams link and further information. Agenda is circulated to the AEC members.

0 weeks - APPROVAL

AEC meeting occurs. PIs do not need to take notes. Within the same week, EO sends changes to be made on their proposals for approval. It is then up to the PI as to when they make these changes and notify the AEO, but they cannot start the trial until they receive final written approval.

1.4 Attaining a DPIRD Scientific License

DPIRD staff are automatically covered by DPIRD's scientific license.

External researchers only: Once the AEO has been notified, the researcher must reach out to DPIRD's Scientific Licencing Unit (Scientific.Licensing@dpird.wa.gov.au). In this email, the researcher should include the location/s of the activity. The Scientific Licencing Unit (SLU) will arrange a copy of the Scientific License for the researcher. The researcher will then send an email notification to the AEO that this has been attained.

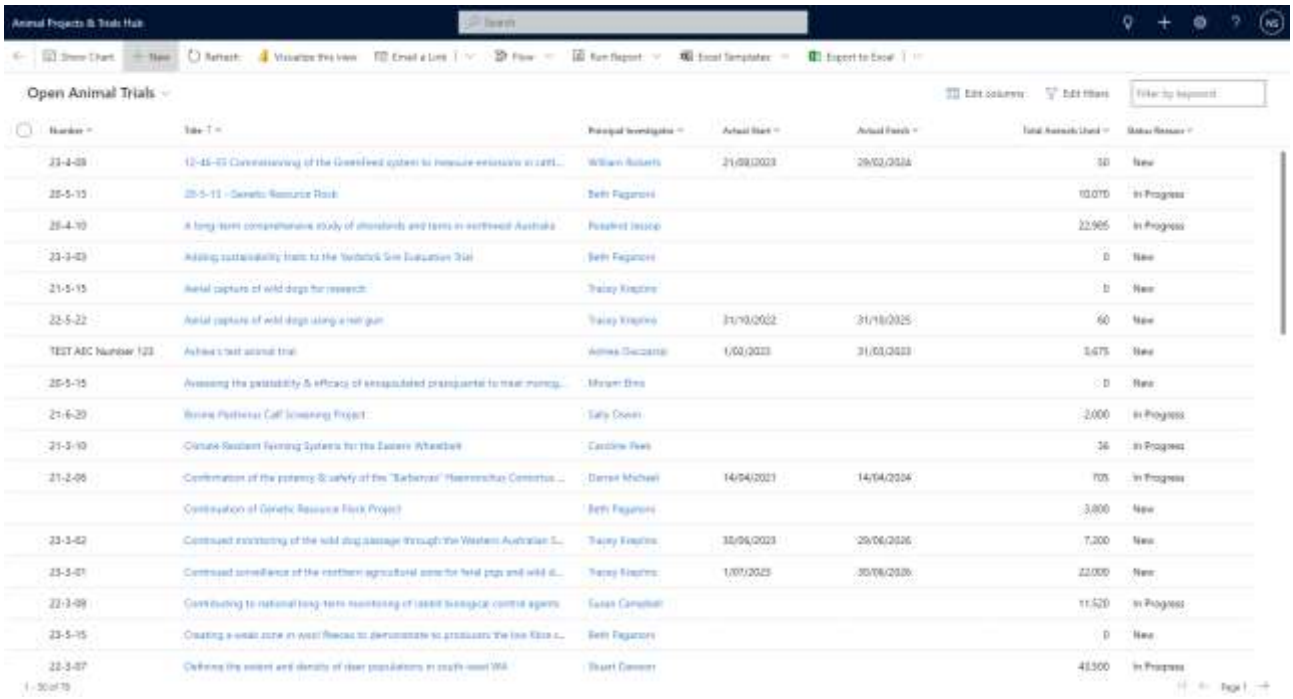
2. Microsoft Dynamics

2.1 Creating a new trial

Basics of a proposal:

- It **must** be in **plain English,** a strict requirement of the Code. No undefined scientific terms, no undefined agricultural/Government slang. If your proposal contains statements not in plain English, it can be rejected just for this. It will, at the very least, delay your approval.
- Make sure someone unscientific could pick your proposal up and repeat it.
- Fill out every area of Dynamics to the best of your ability. If something is not applicable, note N/A, otherwise it looks like you just missed it.
- If the trial is on Katanning Research Facility, please confirm with the farm management that they approve of your trial taking place there.

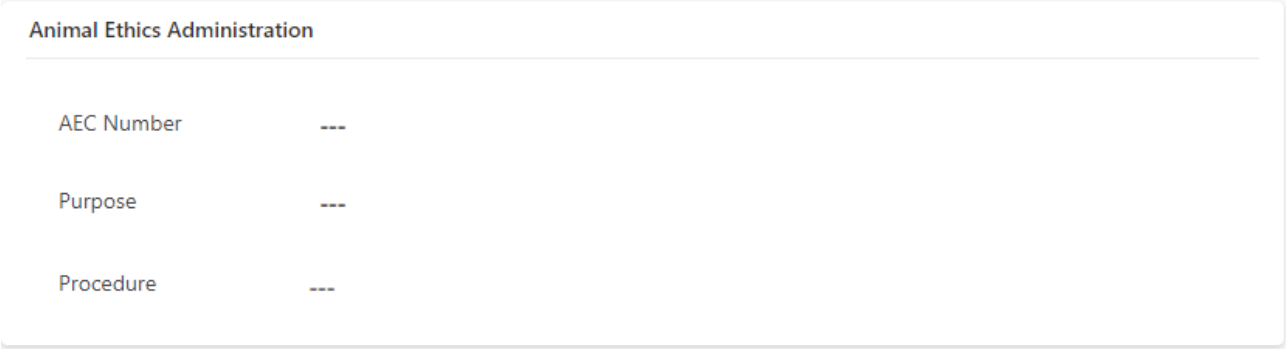
In the Dynamics Animal Trials area, click on "New".



These guidelines will address each and every tab, sub-grid and field in Dynamics, and will explain what information should be included in each.

2.2 Summary Tab

Animal Ethics Administration Sub-Grid



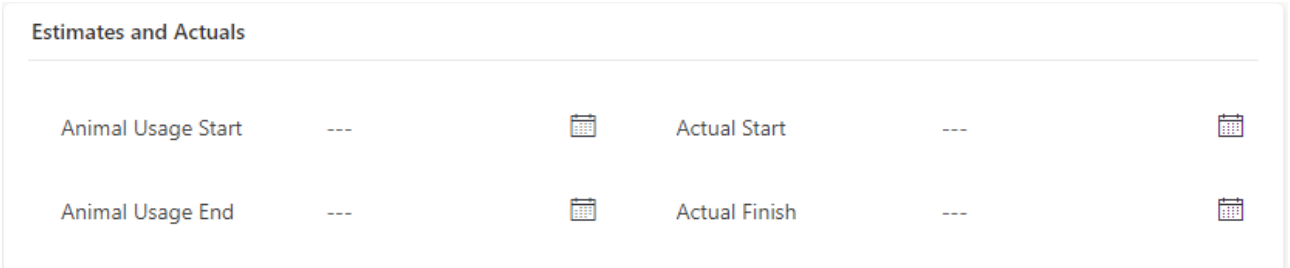
- AEC Number: Leave this blank. The AEO will provide your trial with a number and add it in Dynamics for you.
- Purpose: In general, what is the purpose of this trial. Select the closest option from the drop-down menu.
- Procedure: Level of interaction with the animals. Select from the drop-down menu.
    1. *Observation Involving No or Minor Interference*: Animals are not interacted with or, where there is interaction, it would not be expected to compromise the animal's welfare any more than normal handling, feeding, etc. There is no pain or suffering involved.
        - Examples: Observational study only; Breeding or reproductive study with no detriment to the animal; Feeding trial, such as Digestible Energy determination of feed in a balanced diet; Behavioural study with minor environmental manipulation; Teaching of normal, non-invasive husbandry such as handling and grooming
    2. *Animal Unconscious Without Recovery*: Animal is rendered unconscious under controlled circumstances with little or no pain or distress. Any pain is minor and brief and does not require analgesia. Procedures are carried out on the unconscious animal which is then killed without regaining consciousness.
        - Examples: Teaching surgical techniques on live, anaesthetised patients which are not allowed to recover following the procedure
    3. *Minor Conscious Intervention*: Animal is subjected to minor procedures which would normally not require anaesthesia or analgesia. Any pain is minor and analgesia usually unnecessary, although some distress may occur as a result of trapping or handling.
        - Examples: Injections, blood sampling in conscious animal; Minor dietary or environmental deprivation or manipulation, such as feeding nutrient-deficient diets for short periods; Trapping and release as used in species impact studies; Trapping and humane euthanasia for collection of specimens; Trapping and humane euthanasia for feral animal control research; Stomach tubing, shearing
    4. *Minor Surgery With Recovery*: Animal is rendered unconscious with as little pain or distress as possible. A minor procedure is carried out and the animal allowed to recover. Depending on the procedure, pain may be minor or moderate and post-operative analgesia may be appropriate. Field capture using chemical restraint methods are also included here.
        - Examples: Biopsies; Cannulations; Sedation/anaesthesia for relocation, examination or injections/blood sampling
    5. *Minor Physiological Challenge*: Animal remains conscious for some or all of the procedure. There is interference with the animal's physiological or psychological processes. The challenge may cause only a small degree of pain/distress or any pain/distress is quickly and effectively alleviated.

        - Examples: Minor infection; Early oncogenesis; Arthritis studies with pain alleviation; Induction of metabolic disease; Prolonged deficient diets; Polyclonal antibody production; Antiserum production
6. *Major Surgery With Recovery*: Animal is rendered unconscious with as little pain or distress as possible. A major procedure, such as abdominal or orthopaedic surgery, is carried out and the animal allowed to recover. Postoperative pain is usually considerable and at a level requiring analgesia.
    - Examples: Orthopaedic surgery; Abdominal or thoracic surgery; Transplant surgery
7. *Major Physiological Challenge*: Animal remains conscious for some or all of the procedure. There is interference with the animal's physiological or psychological processes. The challenge causes a moderate or large degree of pain/distress which is not quickly or effectively alleviated.
    - Examples: Major infection; Major phenotypic modification; Oncogenesis without pain alleviation; Arthritis studies with no pain alleviation; Uncontrolled metabolic disease; Isolation or environmental deprivation for extended periods
8. *Death As An Endpoint*: This category only applies in those cases where the death of the animal is a planned part of the procedures and animals die but are not euthanased. Where predictive signs of death have been determined and euthanasia is carried out before significant suffering occurs, they may be placed in category 7. Does not include accidental deaths, death by natural causes, and animals euthanased as part of a trial.
    - Examples: Lethality testing.
9. *Production of Genetically Modified Animals*: This category is intended to allow for the variety of procedures which occur during the production of genetically modified (GM) animals. As animals in this category may be subjected to both minor and major physiological challenges and surgical procedures, this category reflects the varied nature of the procedures carried out. It effectively includes ALL animals used in GM production other than the final progeny which are used in a different category of procedure.
    - Examples: Initial breeding animals for GM production; Animals culled as part of the GM production process; Animals culled during the production of animals that are free of unwanted infectious agents or pathogens

If you tick “On KRS”, a new field will appear under Administration:

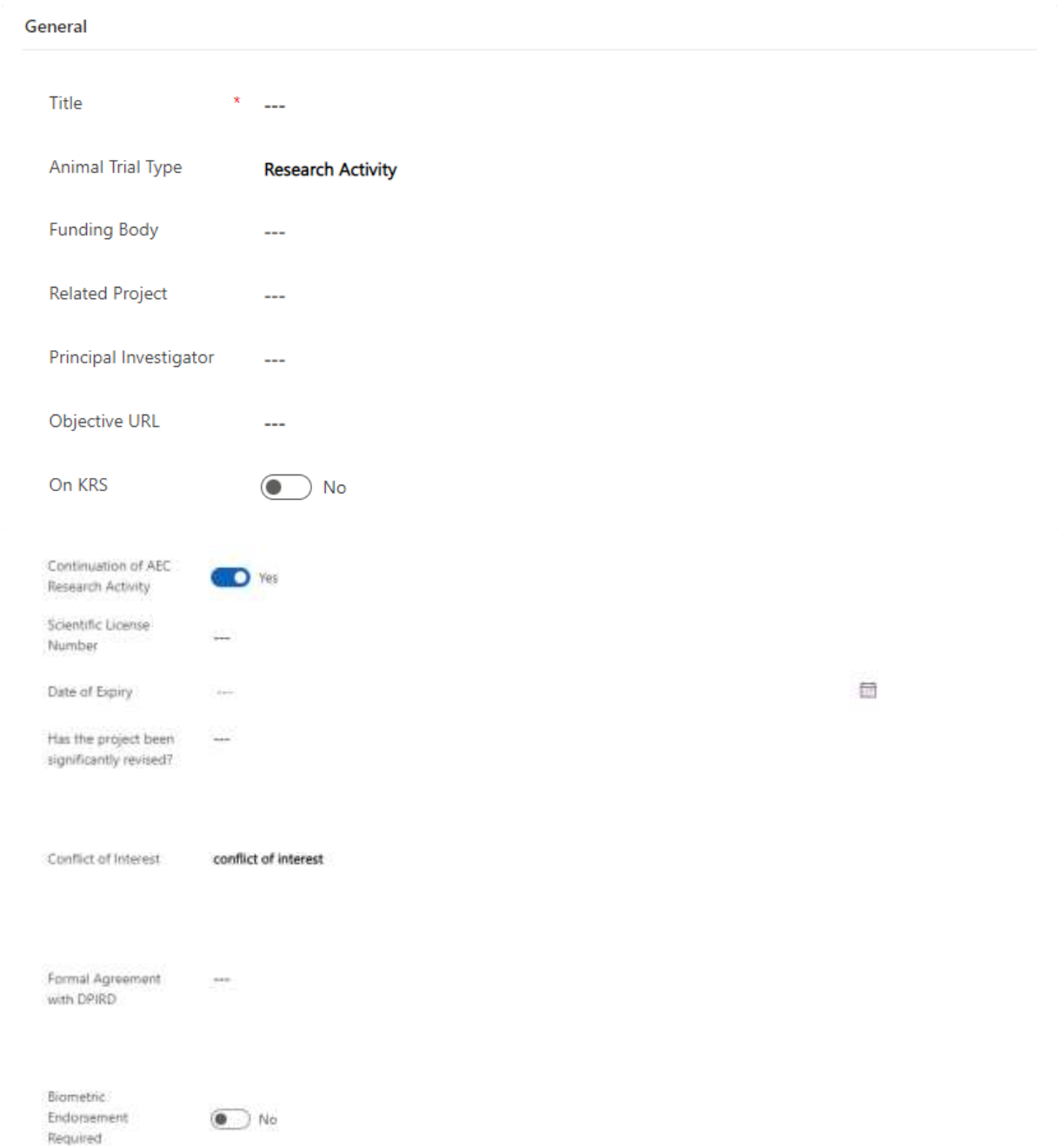
If the current KRS manager is not automatically here, please add them (As of October 2023, Keren Muthsam or Bree Beattie).

Estimates and Actuals



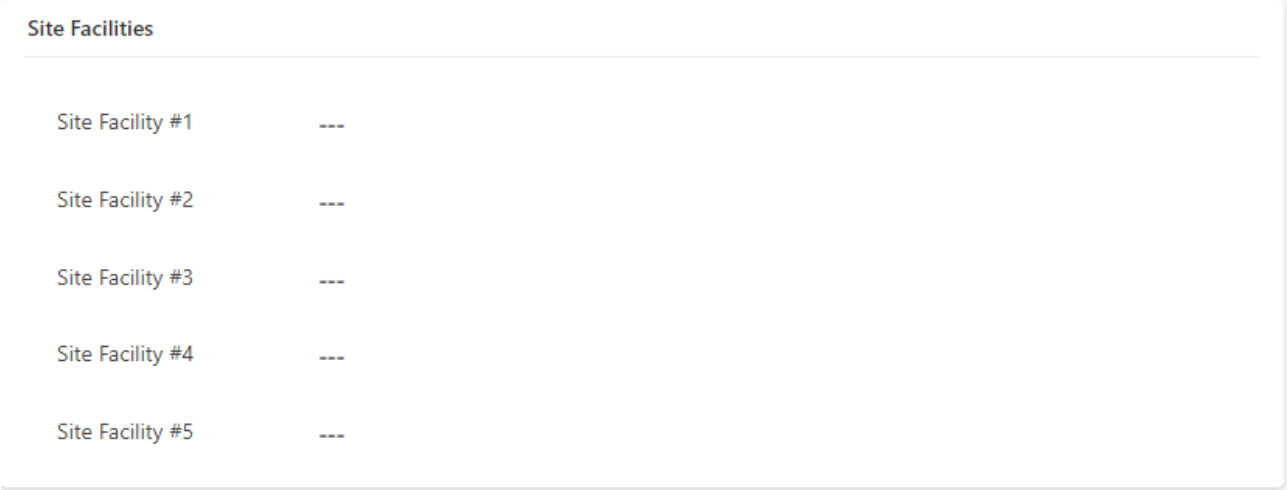
- Animal Usage Start: When the first animal is selected for the trial.
- Animal Usage End: When the last animal is no longer in the trial.
- Actual Start: When the AEC approved your start.
- Actual End: When the AEC approved your end date (usually 3 years from approved start).
- Project Start: When did this overall project begin development?
- Project End: When will the overall project have results/publications completed?

General



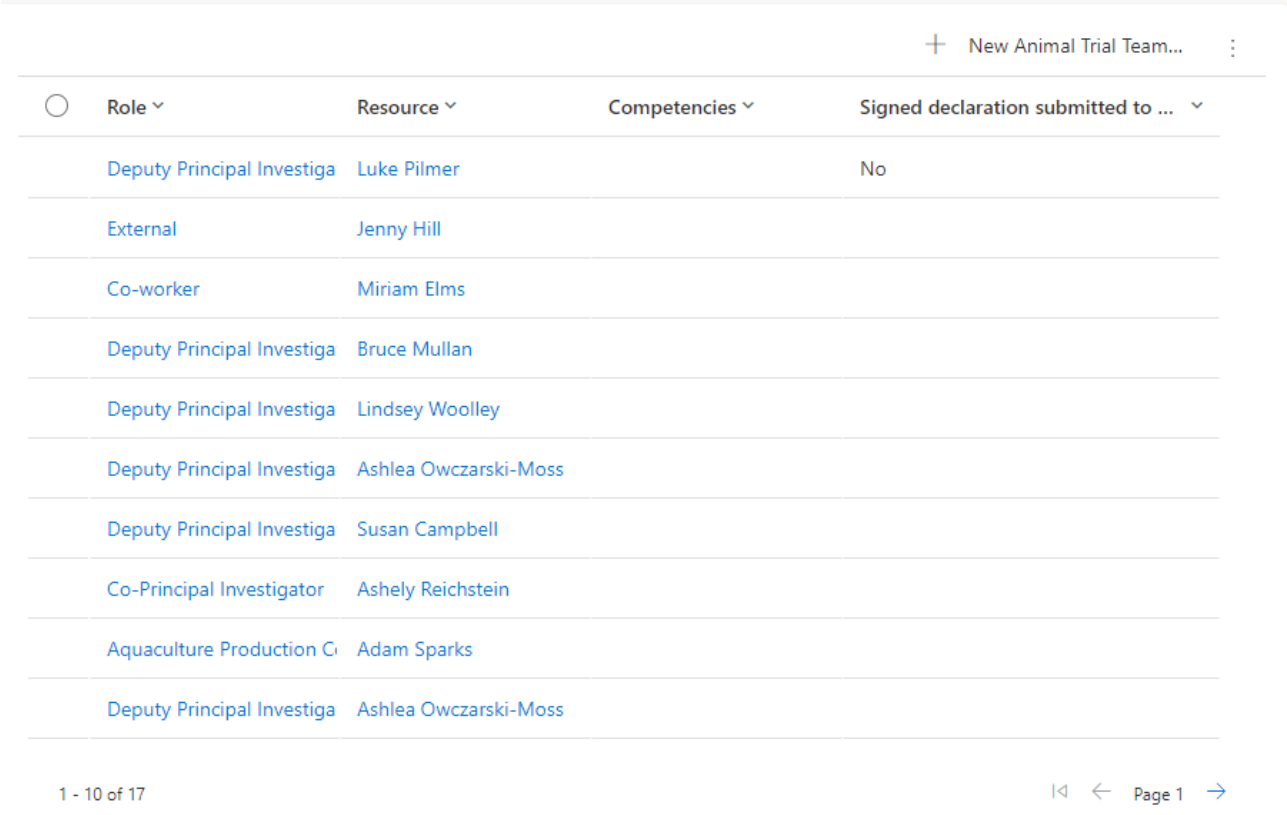
- Title: A succinct description in *layperson's words* of what the trial entails. If you say the title to someone on the street, they should be able to understand it and know what the trial is about.
- Animal Trial Type: Is this a research activity or a demonstration? Anything not a research activity should be labelled as a demonstration. Demonstrations do not require a hypothesis or research aims, as the research has already occurred.
- Funding Body: Search for a funding body, if applicable. For example, Australian Wool Innovation.
- Related Project: What EF or CF DPIRD project does this come under? Search for one in the Dynamics database.
- Principal Investigator: Who is principally responsible for this trial?
- Objective URL: If you are storing information/records from this trial in Objective, please include the link.
- Site Facility Leased: Is this site facility currently being leased? Flick the button to Y/N. If the answer is Yes, please contact the AEO to discuss owner agreements.
- Site Facility Privately Owned: Is this site not owned by DPIRD? Flick the button to Y/N. If Yes, please contact the AEO to discuss owner agreement.
- On KRS: If this trial is on KRS, please flick the button to Yes. If Yes, have you received approval from the KRS farm manager to host the trial on the farm? *Clicking this to Yes will create a new field called KRS Manager under the Administration subgrid. See here.
- Continuation of AEC Research Activity: PIs who have ever had to make a "Part 2" or "Part B" will from now on need to flick this to Yes in these cases. This will show another field below, "Has the project been significantly revised?".
- Scientific License Number: For externals only. The number of your scientific license if you are not using DPIRD's.
- Date of Expiry: For externals only. The date of expiry of the scientific license.
- Has the project been significantly revised?: Related to "Continuation of AEC research activity". Has the activity gone through revision since the last trial?
- Conflict of Interest: Do you have any actual or potential interest that may affect decision making regarding the wellbeing of the animals involved? Please declare any conflict of interest here. If none, type N/A.
- Formal Agreement with DPIRD: If your trial is in conjunction with another institution (for example, University of Western Australia), or a private producer, it is **legally required** to have a formal agreement. Please contact the AEO for more information.
- Biometric Endorsement Required: Does your trial need biometric endorsement? For research activities, this should be Yes. For demonstrations or other activities, this may be No. Note: if you leave this as No, **Dynamics will not let you save** until you justify why you don't need Biometric endorsement. This field lives under the Experimental Design tab and has a red asterisk next to it, indicating you must complete it.

Site Facilities



Search for up to five site facilities/general locations in the Dynamics database. You may also add a New Facility when you click in the text box. For help adding a new facility, reach out to the AEO. For trials with more than 5 site facilities, please simply indicate the site facilities in another area (such as Introduction & Background, or in a supplementary Document). Once Dynamics is populated with common locations, we can use them more efficiently.

Team

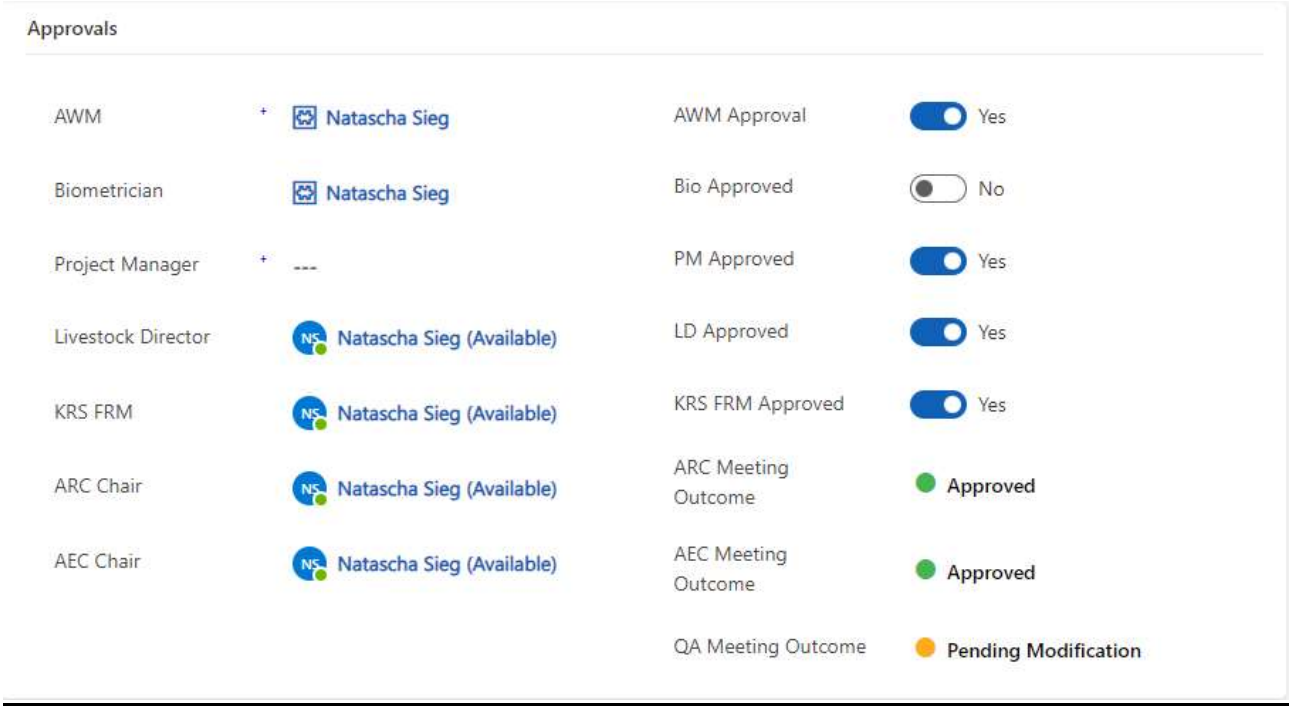


Please add each known team member (PI, Deputy PI, co-investigators) in this area.

Role: refers to the role they will undertake in the trial (investigator, technical officer, etc.)

Resource: refers to the person. If someone does not appear here, please reach out to the AEO. They may need to be created.

Approvals



Please fill out the relevant staff on the left side; the right side is for AEO use only.

- AWM: Animal Welfare Monitor. Who will be monitoring your trial? If unsure, contact the AEO for options.
- Biometrician: Andrew Van Burgel is currently the approved biometrician for DPIRD research activities. If you will be consulting an external biometrician, please include them here.
- Project Manager: Who is the project manager of the project this trial falls under? This can be the same person as the PI, but please consider your conflicts of interest.
- Livestock Director: The current Director of Livestock (As of August 2023: Julia Smith).
- KRS FRM: If Field Research Services is involved, please include the manager here. If not, please include the KRS farm manager (As of October 2023: Keren Muthsam or Bree Beattie).
- ARC Chair: The current Chairperson of the ARC (As of August 2023: Kelly Hill).
- AEC Chair: The current Chairperson of the AEC (As of August 2023: Bruce Mullan.)

2.3 Purpose Tab

- Glossary

Please define any scientific terms you feel you must use in your Introduction. Remember, the trial must be written in Plain English, but if there are scientific terms with no replacement, for example the name of a process like ELISA, please define them here.

- Introduction & Background:

Using simple, laypersons' words, introduce your trial. No undefined scientific words should be included. When using a scientific term or material, please define it simply. This field has a 10,000-character limit currently so should be fairly brief. This field should include:

    - Any results from previous related trials.

- Trial's activities and predicted outcomes.
- How will this trial benefit DPIRD/the public/science?
- A description of any existing research.
- Citations for information you provide. Considering the character limit may restrict you, please consider using Vancouver style (numbers intext after the sentence, and a numbered reference list in the References field, in order of appearance)

- Hypothesis:

A hypothesis is a statement that can be scientifically tested. Please try to strike a balance between making this statement scientific and having it be simple to comprehend for the average person. **Not necessary for demonstrations.**

Example (a null hypothesis): *There is no difference in growth and feed efficiency performance of juvenile fish fed the control diet and diets containing proteins derived from fungal biomass.*

- Research Aim:

A scientific research aim. A broad statement indicating the general purpose of your trial. **Not necessary for demonstrations.**

- References:

Any references (peer-reviewed published papers preferred, as the AEC cannot access unpublished documents) that are relevant or quoted in the Introduction & Background. If you have unpublished or difficult to find papers, please attach these in the Document section (discussed later) for the AEC members to read. Even though the Introduction must be written in plain English, this does not mean you can make unreferenced statements.

Consider numbering these for your ease when referencing in the Introduction field.

2.4 Animals Tab

- Death as an Endpoint Form Part of Your Research?

Is death as an endpoint (defined here under Procedure) a part of your research? If so, flick this button to Yes and go back to the Procedure field in the Summary tab to make sure it also reflects this.

- Death Endpoint Description (only appears if you select Yes on previous)

What is involved specifically to make it Death as an Endpoint.

Note: When creating a new trial in Dynamics, please be aware that *all tables will be hidden*. You will have to Save & Close, then reopen the trial to be able to add information in tables.

Animals

This table is where you need to input information about the numbers and species of animals to be used in the trial. Please add separate entries for each year the trial will be using animals.

- Species: There are many agricultural animals already loaded in the Dynamics database, however you can create a new resource as well.
- Sex: Male and/or female animals?
- Usage:
  - Co-used refers to animals also being used in another trial (for example, at KRS)
  - Re-used refers to animals that *were* used in a previous trial
  - New refers to animals completely original to this trial
- Year: The year that the animals will be used.
- Source: Where were the animals sourced from?
- Animals Moved to Different Sites: Were the animals relocated to the site of the current trial? Y/N.
- Privately Owned: Are the animals privately owned? Y/N.
- Leased: Are the animals currently leased out? Y/N.
- Animal Usage Justification: Very brief line about why you need to use these specific animals.
- Location: Where will the animals be kept during the trial?

<u>Animal Relocations</u>

This table reflects the transport of animals in the trial. This includes transport to the site that the trial is occurring, transport on site, and transport once the trial is completed (for example, to an abattoir).

- Name: This is auto-generated.
- Number of Animals: How many animals were transported?
- Location From: Where did the animals originate?
- Location To: Where did the animals end up?
- Date and Time: On what date and at what time did/will the transport occur? This doesn't have to be exact.
- Transport: The type of transport involved, for example truck, ute, or boat.
- Transport Details: Any extra details of the transport involved.

2.5 Animal Welfare Tab

- Objective:

What is the objective of this trial? Why is this objective of greater benefit than the potential harm to the animals?

- Replacement:

Have you considered any alternatives to the use of animals in this trial? Please describe why alternatives to animals are not suitable.

- Reduction:

Describe any actions taken to reduce the number of animals used.

Section 1.21 of the Code states: “The number of animals used in a project must be the minimum necessary to achieve the proposed aim(s) and to satisfy good statistical design. The use of too few animals may invalidate the experimental result and result in wastage of animals.”

For studies that aim to determine a treatment effect, a power analysis can be a helpful tool to estimate animal numbers if you are able to estimate variation (of the key measurement) from previous research and estimate the expected treatment difference (or size of difference you would like to be able to detect). Andrew van Burgel (DPIRD’s biometrician) can be contacted to assist with a power analysis.

- Refinement:

Refinement methods are methods that alleviate or minimise potential pain and distress, and enhance animal wellbeing.

- Describe steps taken:

Please leave this box empty. It is a duplicate area and will be removed.

Animal Procedures

The Animal Procedures table is the most important field in this application. Here is where you will describe the exact procedures (routine and specific) that will occur to the animals. These procedures are what the AEC will be considering in terms of animal welfare.

- Type: Select if this is routine husbandry or trial-specific.
- Procedure Name: State what the procedure is called.
- Frequency: How often will this procedure occur to the animals?
- Procedure Description: Describe exactly and briefly what this procedure entails.
- SOP or SWI: If this procedure is a surgical or trial-specific procedure, you need to select the adjacent SOP. If one does not exist in the database, contact the AEO or you may have to find/create your own. Anything that is routine husbandry (e.g., drenching, body condition scoring, weighing) does not require a SOP.

- Number of Animals Involved: Number of animals that will undergo the procedure.
- Operator: Who will carry out this procedure? List all relevant team members.
- Competency: Select whether the staff involved are Yes (competent), No (not competent) or In Training. If one listed team member is in training but the rest are competent, please select In Training. Regardless of what you select here, the AEO will be monitoring competencies and will be in touch if anyone in the team has not submitted up to date competency evidence. It is the responsibility of the PI to make sure that your team members are competent, including any external co-investigators.

<u>Expected Deaths</u>

This table describes any expected deaths throughout the trial. This usually involves expected deaths related to:

- Weather incidents
- Injury in pastures/pens/raceways

PIs are encouraged to look at peer-reviewed information regarding the average percentages of animals affected by these kinds of incidents. If the AEC believes they are unrealistic, this will be conveyed.

- Potential Cause of Death: What might cause an animal die in the course of this trial?
- Impact on Welfare: How will this impact of the welfare of the animal *before* they die.
- Steps to Minimise Impact: Please follow DPIRD standards of management rather than external farm levels of management for the steps to take. This is to ensure that the level of care is high across all trials. Farmers may use different management processes compared to what is accepted as best practice by Government.

<u>Fate of Distressed or Injured Animals</u>

Please detail what will happen to animals who are distressed/injured.

- Registered Veterinarian Surgeon Consulted: this should almost always be yes, as a vet should have input into what you do with injured animals. If no, you must provide reasons why it's unnecessary/impractical and be prepared to defend this decision.
- Fate of Animals: What will happen to the animals.
- Notes: Extra information, if necessary.

2.6 Experimental Design Tab

- Experimental Design

Brief overview (in simple words) of how the research activity is designed.

- Detailed Methods

Describe in detail all procedures to be performed. Include information about animal disease status and any potential harm/s that may arise including pain, distress and loss of life. Though this section must be detailed enough that others could repeat it exactly, please remind yourself to write it in plain English. Define scientific terms if they are used.

- Originality

Is this a repeat of any previously performed research activity? If yes, briefly describe the previous work and justify why it needs to be repeated. If no, how was this determined?

- Experimental Justification

Please justify in detail *why* animals must be used for the trial. This may seem similar to previous fields, but you are required to go into more detail explaining the benefits of the outcomes of the trial and how these can justify putting animals at risk/animal use. The AEC wants to see and understand that you have put deep thought into whether animals should be used and why.

- Proposed aims and obtain statistical validity:

Please leave this box empty. It is a duplicate area and will be removed.

<u>Measurements and Observations</u>

In this table you will be documenting all measuring procedures.

- Measurement or Observation: Provide details of the measurement/observation that will be captured.
- Application: How will this be measured? Please clarify if all or only a subset of animals will be measured.
- Unit: What is the unit of measurement.
- Frequency: Indicate the maximum number of times an animal will be measured/observed.

- Outcome Related to Project Objectives:

How does this trial meet DPIRD's objectives? Include the projected benefits to DPIRD/industry/people/research.

2.7 Critical Limits Tab

- Parameter: Intervention point or critical limit, e.g., body condition.
- Critical Limit: Explain the critical limit/parameter.
- Actions: Provide details of the actions that will be taken in the event that the intervention point or critical limit is reached or exceeded.

2.8 Declarations Tab

- Inter Institutional Agreement: If you are collaborating with another institution for this activity (e.g., a university), please contact the AEO in case you need to sign an agreement. When the agreement is signed, flick this field to Yes.
- Related Activities: List any related trials/activities.
- 3Rs Acknowledgement: Formally declare that you have considered the 3Rs (Reduction, Replacement, Refinement) in your proposal. You may need to read The Australian Code for the Care and Use of Animals For Scientific Purposes if you do not remember the 3Rs from your animal welfare training.
- Sufficient Funds: Declare that you have consulted the cost centre manager/ external funding body regarding funds for this trial.

Legislative and Regulatory Controls

- Is this activity subject to any other permit, law or regulation?: Any other permits or licenses required outside of the AEC?

- Does this activity pose health risks to any other animals or staff?: This button should almost always be flicked to Yes. Research activities involving animals will always pose a risk to staff. This field is to make you think and declare that you are aware of the risks.

- Explain the Risk and Precautions Taken: This is in relation to the health risks to any other animals and staff. Very briefly, what are these risks and what is being done.

- Describe Biosecurity Procedures: What steps have been taken to ensure biosecurity is upheld (national, inter-state, or on farm)

Threatened Fauna

- Is the target species listed under the Environmental Protection and Biodiversity Conservation Act 1999?: Visit https://www.dcceew.gov.au/environment/epbc/our-role/what-is-protected to view what species are protected by this Act. If you are submitting to the AEC rather than the WAEC, it is likely your response to this whole section will be **No**.

Chemicals

- Veterinary chemicals used for this activity?: Are you using veterinary-grade chemicals?

- Is chemical efficacy and/or safety being assessed as part of this activity?: Is the trial specifically testing chemicals? (e.g., destroying a pest/plant, attracting a pest for the purpose of destroying it).

- AVPMA Permit: If you are unsure whether you need a permit for the chemical involved, please fill out a self-assessment with PVMA (located here: https://portal.apvma.gov.au/rap/dmprr-ag).

- Veterinary Chemicals Details: Describe in plain terms what the chemicals are (name, basic use).

- Veterinary chemicals used in accordance with all label directions?: Declare you will use chemicals in accordance with labels. If you frequently use chemicals not in accordance with labels and this is standard practice (for example, some aquaculture chemicals), please state this in Veterinary Chemical Details.

Other Declarations

- Previous AEC Number: If this is a related trial to a previous trial, please include the number.
- IP Implications: Are there any issues with intellectual property that might warrant noting?
- GM: Is genetic modification involved in the trial?
- Production of Commercial Products or Services: Please tick this if the trial involves the production of a commercial product.

2.9 AWM Tab

- Describe How OSH Issues Have Been Addressed?

What steps are you taking for OSH? You may reference OSH practices and policy in place with DPIRD or another institution, but these documents should be attached in the Documents area if you have them.

Planned Inspections

Please complete this table, even if you are not aware of specific inspection timelines. At the very least, the Animal Welfare Monitor (AWM) should be chosen under Responsibility. If you are unaware of an AWM, please contact the AEO and use their recommended AWM.

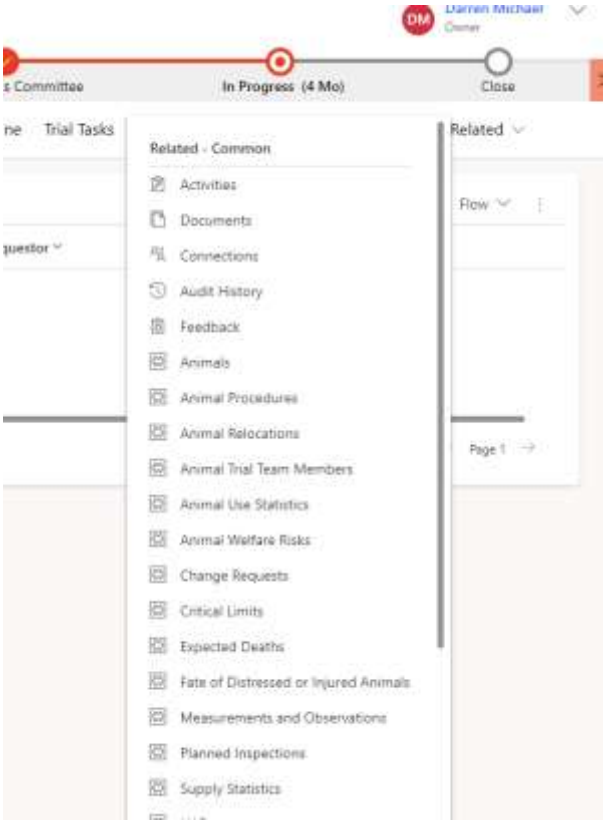
Animal Welfare Risks

This table must be completed, even if you do not foresee any risks. No matter how small it may seem, there is always a risk to animal health. Filling out this table will help the Committee understand what could possibly happen in a worst-case scenario. These risks could include the basics such as animal injury in the races, pastures, or feedlots; stress during handling; disease and illness, etc.

3.0 Timeline Tab

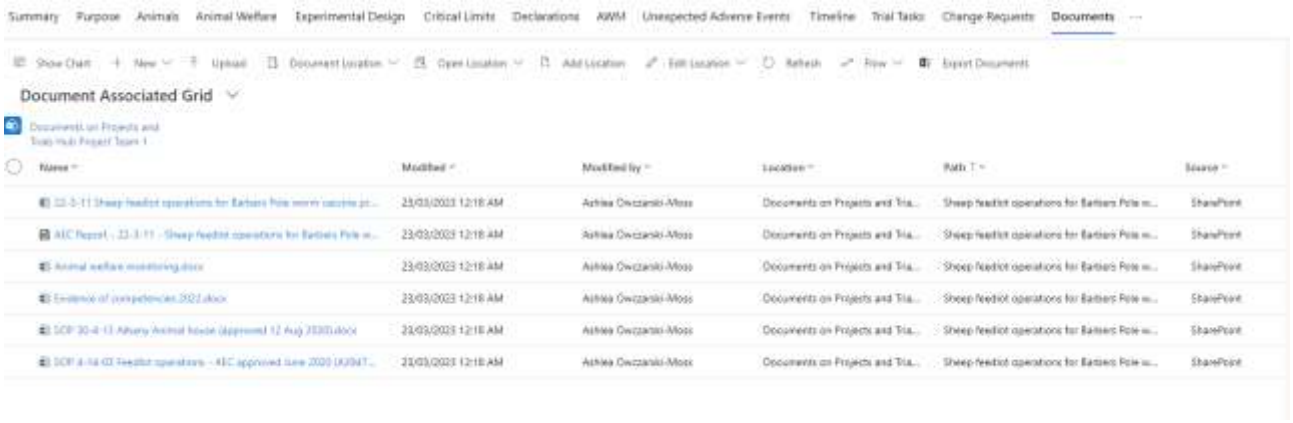
This tab depicts the records of emails in relation to the trial. When you email the AEO about your trial, the Executive Officer will record the communications against your trial. This tab is helpful to track what last happened in the approval process. You may also make your own manual notes for your own use.

3.1 Related – Documents



When you click on either the … or Related, you will see an option called Documents. Clicking on this link will take you to the Documents grid so you can attach extra resources.

Documents grid:



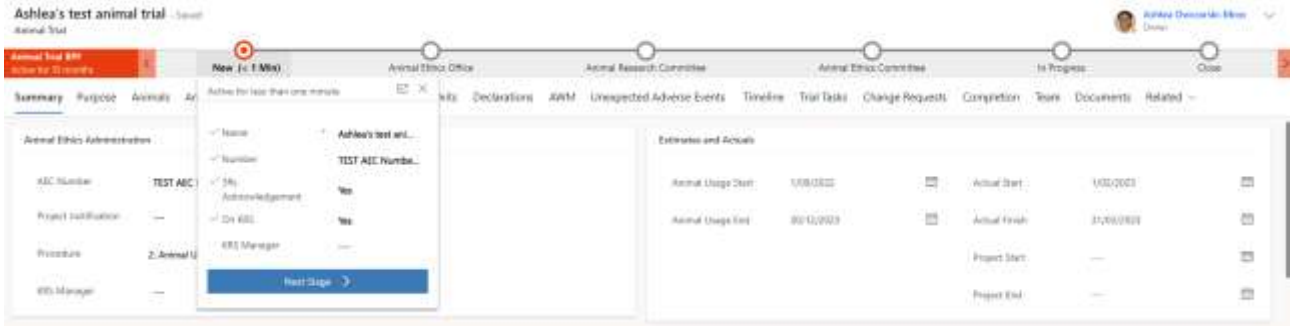
Please upload photos, maps, unpublished articles, owner agreements, and any other resources you think the AEC will need to consider your proposal.

3. Submitting Without Access to Dynamics

To submit to the DPIRD AEC without access to Microsoft Dynamics, please contact the AEO (AnimalEthicsOffice@dpird.wa.gov.au) or visit the AEC page on the Agric website for a submission template. Once filled out, send this template to the AEO inbox and note which ARC meeting you are submitting for. The Executive Officer of the AEC will input your proposal into Dynamics on your behalf.

4. Ready for Submission of Proposal

If you are using Dynamics and have finished your proposal ready for submission, there is a process to submit. There is a red bar at the top of your proposal. You will see your proposal is set to New.



If you are ready to submit, click on the New stage, make sure you answer the questions (3Rs Acknowledgment, etc.) and click on Next Stage. This will submit your proposal to the Animal Ethics Office, and notify your elected Biometrician, and the KRS manager if you selected “on KRS”.

If you are not submitting to the next immediate ARC meeting, please also email the AEO to advise which round of submissions you will be submitting for.

5. Post-Submission Process

After you have submitted your proposal, there will be a submission due date for the ARC which is the first important date of a round.

We will use these dates as an example:

AEC Meeting	Submission Due Date for ARC	ARC Meeting Date	Submission Due Date For AEC	AEC Meeting Date
2024-1	Monday 8 January 2024	**Friday 19 January 2024**	Monday 29 January 2024	**Wednesday 14 February 2024**

You will have submitted your proposal before 8th January. On 8th January, you will be advised by email from the AEO not to make any more changes to your proposal. This is so that the ARC has a chance to review it before the ARC meeting without being confused by extra changes you make. Note: if the AWM or Biometrician request you to make changes in this period, they are exempt from this and you may make their requested changes.

ARC Meeting

The AEO will reach out to ask for your availability on the ARC meeting date – each proposal gets 40 minutes each. You as the PI are expected to either attend the ARC or nominate a delegate that knows enough about the trial to attend in your place.

One week before the ARC meeting (8th January in this example), you will receive an invitation to the Teams meeting, and an email with your proposal in Word format. This meeting invitation includes the agenda which has your timeslot as a reminder, and includes instructions for the meeting.

- If the ARC meeting is running behind or ahead, which it often does, you will be contacted by the Executive Officer via mobile number. If you haven't previously provided your work mobile number to the Office, please do so.
- When you join the Teams link at your timeslot, you will be waiting in the lobby. This is so that you don't accidentally interrupt wrapping up the previous proposal. These discussions are confidential per trial. When the ARC is ready, you will be admitted into the meeting.
- Unlike the AEC meeting where notes will be taken for you, in the ARC you are expected to note your own changes and make these changes in Dynamics within one week of the ARC meeting finishing. Externals are not required to take notes as the Executive Officer will make the advised changes in Dynamics.

One week **after** the ARC meeting (Friday 26th January in this example) will be the deadline for ARC changes. Once you have made all changes, please email the AEO to advise. The AEO then lets the ARC Chairperson know, who performs the final check.

AEC Meeting

You may make changes to your proposal until roughly 10 days after the ARC, when the AEC submission date occurs (Monday 29th in this example). Once this date occurs, you may no longer make any changes to your proposal. This includes any Related Documents such as photos, maps, etc. This is not to limit you, but to give the AEC members time to assess each proposal before the meeting. Any information you add past this date may not be included in your final proposal, so if it is urgent please contact the AEO for advice.

Before submission due date, the AEO will be in touch to organise your availability to attend the AEC meeting. As with the ARC, these times are approximate and can be pushed back or pulled forward depending on the level of discussion the members have with the previous proposal. Please try to make your full day available in case your timeslot is moved. If you or a delegate cannot attend, notes will be taken for you.

One week before the AEC meeting, you will receive a Teams invitation to the AEC meeting. You will also receive the updated Word form of your proposal, this time with line numbers which will make it easier when Committee members reference a particular line they want to ask you about. As with the ARC, clicking the Teams link will bring you to the lobby where you will await admission. If timeslots move, you will be advised via text/call.

A couple days after the meeting, you will receive an email from the AEO with instructions for any required changes/information and advice on whether your proposal is approved, approved pending modification, or rejected.

- If your proposal is approved pending modification, you are **not** approved to start your trial until you make these changes and advise the AEO. The AEO will then send back official written approval.
- If you feel the changes requested are not accurate, you may notify the AEO and they will seek further advice from the Committee.

Once you have received written approval of the AEC, you are permitted to start animal use.

6. Mid-Trial and Post-Trial Administration

During the course of your trial, there are many things that must be done to uphold the Code:

- If animals are stressed/injured/killed/infected beyond your critical limits, you will need to make an **Unexpected Adverse Event** report within 24 hours of discovery. You do not need permission to treat the animals. Just follow through with standard treatment procedures, and fill out the report template to submit to the AEO:

Unexpected Adverse Event Report - Octobe

- If you **end your trial** earlier than expected, or you come to the end of your trial's approved period, you must fill out this template:

DPIRD AEC Annual Animal Use Report fo

- Every year in December, PIs are notified of **annual reports**. You will be sent this template which must be completed by the following year's Annual Animal Use Report submission date (in March):

DPIRD AEC Annual Animal Use Report fo

- You may wish to make an **amendment** to your current proposal, for many reasons. Increasing numbers of animals used, changing the procedures, adding a new team member, adding a new location, etc., may all be reasons to apply for amendment. There are several levels of amendment approval, with major amendments needing

to be approved at meetings, and minor amendments being able to be approved by the AEC Executive. You will be advised which one yours constitutes by the AEO when you submit the template. If the amendment is urgent, please advise and it can be expedited.

AEC application for Amendment TEMPLA

Glossary

Field: Anywhere in Dynamics in which you can input information, for example a Y/N field, or a free text field.

Sub-grid: A ‘sub-grid’ is each of the rectangular areas under a tab that have a title to them. For example, under the Summary tab, the first sub-grid is Animal Ethics Administration. Notice how it appears as a floating shape against the background.

Tab: Within an animal trial, a ‘tab’ refers to the main navigational areas of the trial. For example, Summary, Purpose, Animals, Animal Welfare, and so on.

Trial: Previously called a ‘project’. ‘Projects’ in Dynamics and according to Finance relate only to the overarching externally funded project that activities are coded to. In Dynamics, we create ‘trials’. Therefore, in an effort to make vocabulary consistent at DPIRD, research ‘projects’ will be called ‘trials’.