

Write-it-right Animal ethics application workshop

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Animal research and social licence



- Implicit process by which a community gives an industry approval to conduct its research using animals
- Comes with expectations about standards of animal care, welfare, ethical guidelines and limitations about the acceptability of procedures
- Can be revoked at any time
- The terms of the licence/agreement change all the time and so must our practice and approval processes
- Openness in animal research approved as an [initiative](#) July 2020 and NZ Openness Agreement launched soon!

Animal research and social licence

BUILDING A BETTER ENVIRONMENT



BUILDING BETTER SCIENCE

The social licence requires that we have in place processes for ethics approval which:

- Defines acceptable standards and practice
- Assesses science within a framework of ethical acceptability
- Ensures standards of animal care and welfare
- Continuously reviews the social licence, animal care/welfare standards and practice
- Implements changes to standards & practice

A social licence to undertake animal research



Does not mean that because you have grant funding you will receive ethics approval

Animal ethics is not about your grant money

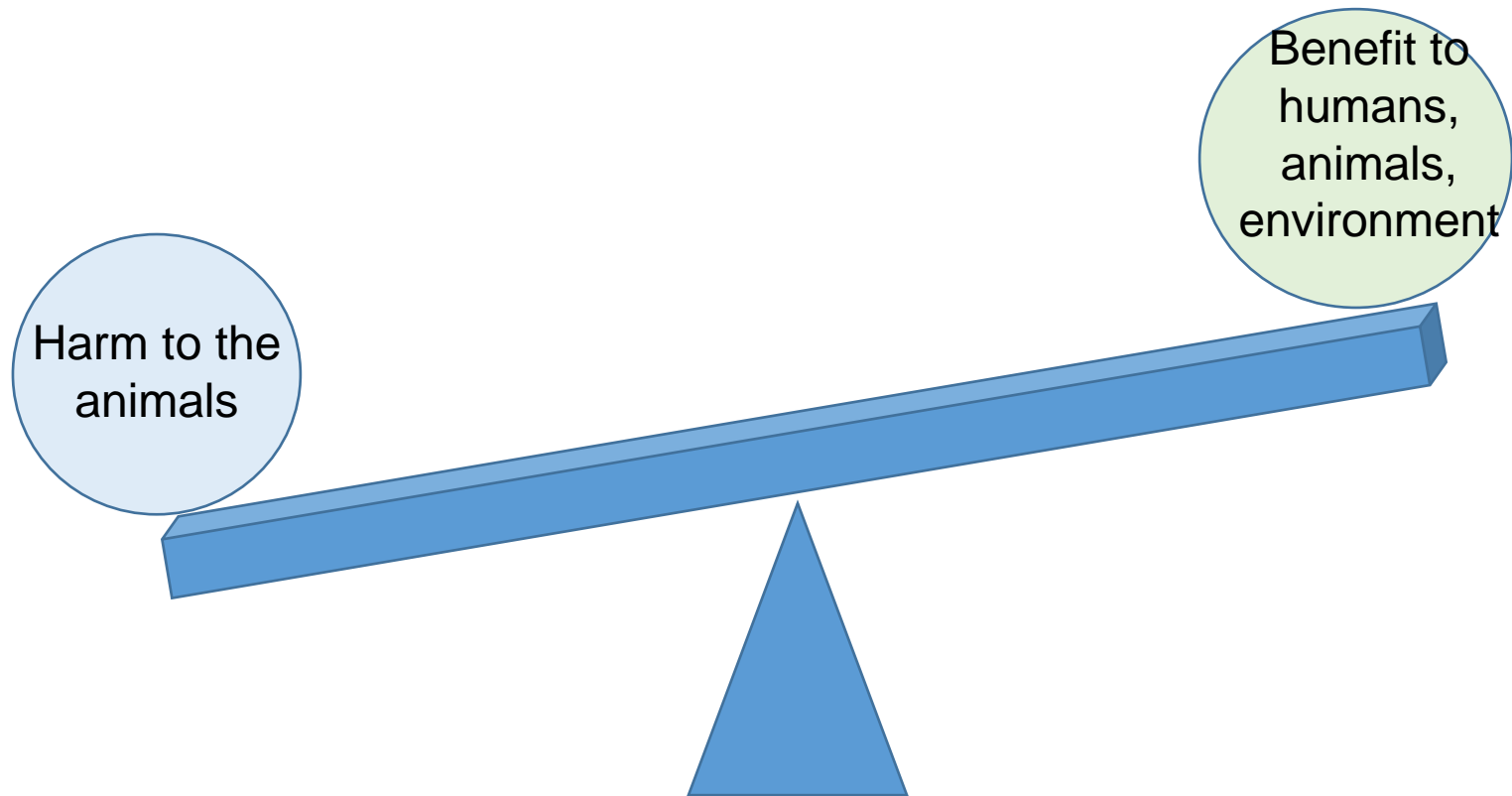
It is about the animals!

Animal Ethics Committee

The AEC must assess if the benefits are outweighed by the likely harm to animals. This harm benefit assessment is essential.

The AEC must also have regard to [Section 100](#) of the Act, when assessing applications.

The ethical balance of animal ethics applications



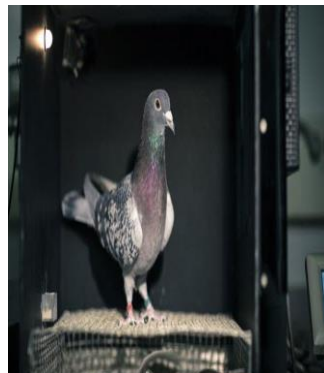
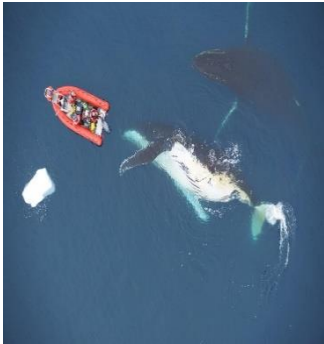
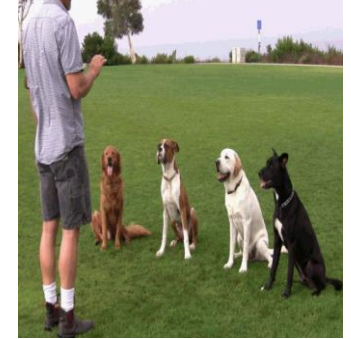


The Animal Welfare act of New Zealand

<https://www.mpi.govt.nz/animals/animal-welfare/animals-research-testing-teaching/>

- Animal use in research, testing and teaching is strictly controlled under the Animal Welfare Act 1999.
- Institutions must have an approved code of ethical conduct (CEC), reviewed every 5 years
 - Sets out policies and procedures for animal research that must be followed by institution (i.e. staff/students and the AEC).
- Projects must be approved & monitored by an animal ethics committee (AEC) which must have at least 4 members, 3 of whom must be external.
 - a nominee of an approved animal welfare organisation
 - a nominee of the New Zealand Veterinary Association,
 - a lay person to represent the public interest (nominated by a local government body).
- As a large organization, the University AEC has ten members.
 - The AEC makes decisions at meetings only by consensus

At the UoA – our processes covers a lot species



Before you start

Required reading:

- The University of Auckland [Code of Ethical Conduct](#)

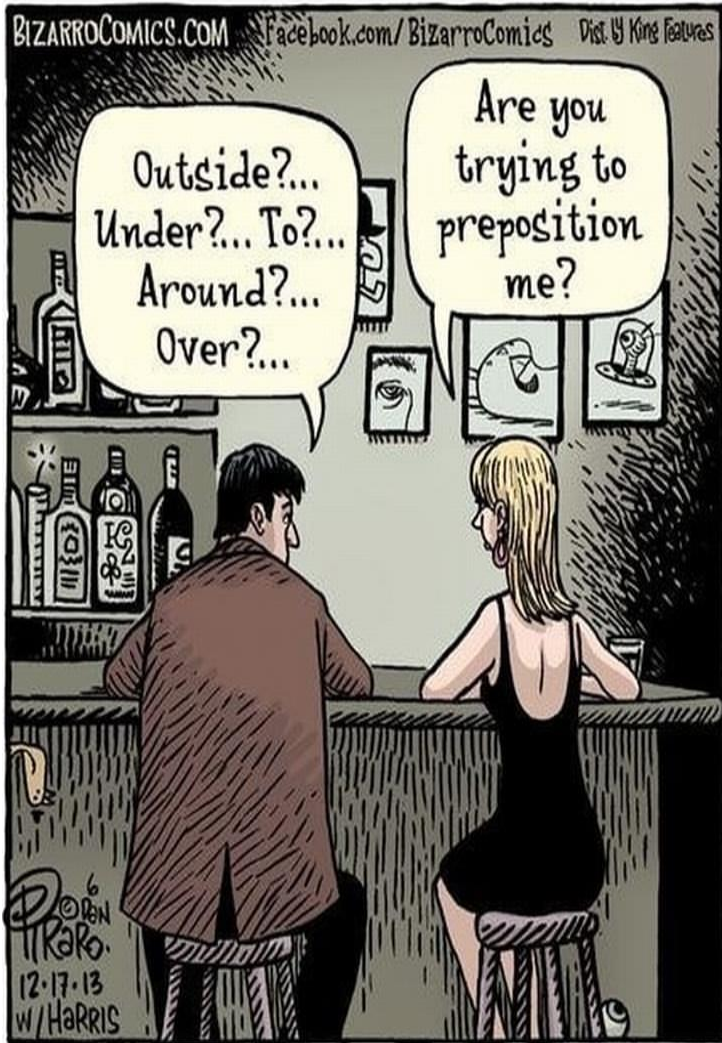
Recommended reading (and may soon be required):

- The NAEAC [Good Practice Guide](#) for the Use of Animals in Research, Testing and Teaching
- The Animal Welfare Act 1999-[Part 6](#)
- [PREPARE](#) and [ARRIVE](#) Guidelines
(<https://norecopa.no/prepare/comparison-with-arrive>)

These guidelines:

- Aim to help with better planning, from day one, in close collaboration with animal care staff.
- Aim to maximize quality and reliability of published research, enabling others to better scrutinise, evaluate and reproduce it.
- Checklists of recommendations to improve the planning and reporting of research involving animals.

General don'ts



- Cut and paste from your grant
- Cut and paste from a previous ethics, unless you have reviewed the information
- Ignore spelling and grammar mistakes
- Fail to proof read your document

STAFF INTRANET HOME

» Covid-19 staff information

» How the University works

» Communications to all staff

» Te ao Māori

» Support services

» Digital Services

» Human Resources

» Financial Services

» Property Services

Research Gateway

› Research support structures and contacts

› Research strategy, policy and integrity

› **Research and consulting support**

› National Collaborations

› Performance-Based Research Fund (PBRF) Quality Evaluation

› Research training and resources

» Teaching and students

[University home](#) » [Staff Intranet Home](#) » [Research Gateway](#) » [Research and consulting support](#) » [Manage ethics and regulatory obligations](#) » [Animal Ethics](#) » **Apply to use animals for research or teaching**

Apply to use animals for research or teaching

As you write the animal ethics application, make sure that all relevant information is present and clear. Submit all required documents correctly and on time to ensure smooth progression of the application process. All applications must be made electronically through the InfoEd Animal Ethics Module. See [Application forms for access](#) and [User Guides](#).

- » [What information is required in an Animal Ethics application?](#)
- » [How to write an application](#)
- » [Application forms](#)
- » [Additional forms \(optional, as instructed in the application e-form\)](#)
- » [Submit your application](#)
- » [Animal Ethics Committee application deadline & meeting dates 2021](#)
- » [Support workshops](#)
- » [Outcome](#)

What information is required in an Animal Ethics application?

Electronic Submission

Direct link to the Infonetica Ethics RM system:

<https://apply.ethics.research.auckland.ac.nz/>

Find University people

- » [Emergencies](#)
- » [Campus maps](#)
- » [Building floor plans](#)

Important dates

Month

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

- » [Academic year dates](#)

HR tools

- » [PeopleSoft HR](#)

Actions



Project



Roles



Completeness
Check



View as PDF



Correspond

Project Tree ▾

22500



Test

[AEC - Animal Ethics Committee Application](#)

Action Required	Status	Review Reference	Application Type	Date Modified
Yes	Not Submitted	N/A	N/A	13/04/2021 12:15

Navigation

[Documents](#)

[Signatures](#)

[Collaborators](#)

[Submissions](#)

[Correspondence](#)

[History](#)

Show Inactive Sections

AEC - Animal Ethics Committee Application

Section

Introduction

General Project Information

Section G

Questions

[Introduction - PLEASE CLICK HERE TO START](#)

[PI, Project and Funding Details](#)

[Additional Attachments](#) [Migrated from InfoEd](#)



Getting started on the application

Keep an offline copy!

Project title:

Principal Investigator information:

- Name,
- Qualifications,
- Modules completed (you are not able to tick these, only once you have been trained are they ticked “behind the scenes”),
- Past experience **with respect to animal research and procedures** (including number of years and any modules the person thinks they have completed) – short paragraph,
- Categories of procedures to be performed (tick boxes)

Who is the PI?

- UoA application – UoA staff member
- Not necessarily the PI on the grant funding the project,
- It should be the staff member who understands and takes responsibility for the project for ethics/welfare and preferably is active in the lab
- They must undertake PI ethics training and have done Module 1 (Legislation Training-as everyone on the application needs to).



Section A: parts 1-3: General information

Section 1: General information

- 1a: Indicate how the project is funded (and only mention that here)
- 1b: Peer reviewed as part of a successful funding?
- 1c: List the funding sources for this project

Section 2: Other committee approvals

- Will you use any genetically modified organisms
- Other approvals required? Have copies of for uploading

Section 3: Other personnel

Have this ready:

- A list of all staff and students and qualifications
- A short paragraph about their experience with animal research.
- If they have no experience, then detail who will train them
- Signatures can be digital or via form on ethics website

Section B1:

The lay summary



LAY Summary!

LAY we said!!

- Summary to be written for the public – reading level ~12 yrs old
- Short (max 300 words) global overview of the work: background of problem, objectives and outcomes that address problems
- Written in plain English: **no** technical words, names, abbreviations, scientific jargon, references, strains of animal, genus and species



Good and bad examples of a lay summary

The research covered by this application examines the demography of the New Zealand silver trevally, *Pseudocaranx georgianus*. We are particularly interested in obtaining measurements of growth rate (obtained via otolith daily and annual increments), as per Dickens, et al as a proxy for performance in different benthic locations. We are also interested in obtaining information about fecundity of this species.

The research covered by this application looks at where New Zealand silver trevally live and how fast the fish breed and grow. We will do this by taking measurements of live fish, looking at the ear bones of dead fish (helps to age them) and placing a tracking device in some fish to see where they go. This will be done in several locations where silver trevally are known to live in large numbers. This research is important in order to make recommendations for management of the fish population, so that the species and the ability to fish for it can be protected long-term.

B is for bunny



Sections B2, B3 and B4: dissemination, previous work, repetition/duplication.

B2. Dissemination of findings: Publications, scientific/public talks, student theses, etc.

B3. Are the experiments an extension of a previous AEC? Yes/no

B3.a. Provide the most recent and relevant AEC approval number that preceded this application: Have number handy

B3.b. Has the mandatory End of Approval report been submitted? Yes/no

B3.c. Provide the summary of the end of approval report (and indicate any papers published). Provide a paragraph detailing general outcomes, numbers of publications, talks, student completions, etc.

B4. Do these experiments repeat work performed by you or others? Yes/No

B4.a. Explain why repetition is necessary: This needs significant justification in animal research

C is for cat



Section C:

The animals you will use and why

C1. Describe why any animals are needed for this project.

- Provide a rationale and think about 3Rs (section D14)
- Not the species-why any animals are needed at all

C2. Animal use table

- Have on hand information to add on strain, sex, age range(s) and weights

C3. Justify usage of species, strain and sex selection:

- Have on hand a paragraph on justifying the above animal use choices
- Reflect on using both sexes: to address sexual dimorphism in biology

C4. Are animals being obtained from, or being housed in an animal facility?

- If yes, discuss project with relevant animal house manager

C5. Animals for Manipulation/Tissue Collection:

- Make sure your numbers reflect information in experiment section and elsewhere
- Two different sheets for tissue collection vs manipulation



Sections D1- 5: Why, What, When and How

This section is fundamentally about three aspects of the project that go in different places.

1. The Why
2. The What and When
3. The How

You must put all information for review into the body of the online form

- Note that the online form will not accept figures and tables.

You can provide supplemental information as attachments

- Flowcharts/timelines of what procedures animal will experience & when.
- Tables, e.g. sampling or experimental schedules
- Succinct, specific and relevant details of training or lab procedures (if no AEC approved SOP)...if actually necessary
- Photos of what you do or any devices (links can be in the body)



Sections D1- 3: Why, What and When

D1a. Experimental aims

- Short and to the point specific aims for each experiment.

D1b. Brief scientific justification (Max 3000 characters)

- Evident in the statement. Outline the rationale for each experiment.

D1c. Experimental design

- Details of protocol: experimental groups, general procedures, experimental treatments, sampling, timelines in a linear fashion
- The Committee needs to understand what will happen to the animals from the time they are issued, until the time they are euthanised or returned to the facility for adoption to do a harm benefit analysis

D2. Nominated animal number

- Power calculations to show how you reached the study $n=???$.
- Don't forget contingency numbers



Section D4-5: How

Specific manipulations of the animal

- Examples: anaesthesia, surgical procedures, injections of substances, blood sampling, fasting & anything causing any behavioural or physiological impact
- If detailed in an official AEC approved SOP you can refer to a specific section
- These do not include experimental processes **after** euthanasia

D4a. Name of manipulation Pick an appropriate name

D4b. Description Detail needed

D4c. Extent and duration Each time, how many times total and time between each event

D4d. The extent to which the animals may experience pain or distress and signs that may be seen. Do not make up the extent you think. Investigate facts. Pain AND distress. Signs that may be seen in the animals!

D4e. Why is this unavoidable?

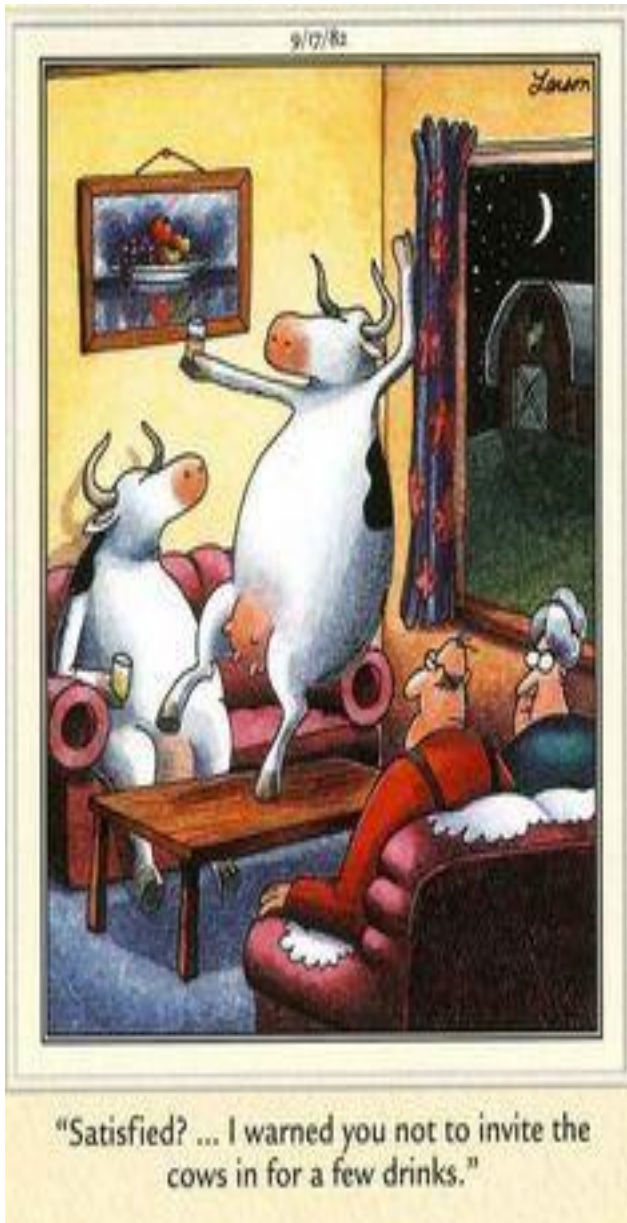
D5. Any new manipulations not in previous ethics?

Section D6:

Housing and husbandry.

D6. Detail any housing or husbandry needs outside what is usually provided for the species:

- Examples: Daily cage changes for diabetic animals, no enrichment allowed, single housing of animals.
- Don't assume that the university facilities can provide what you need, how you need it, when you need it.
- Talk to facility manager, before you submit.





Section 7 & 8: Pain management

D7.a. Describe the pain management plan that has been developed for the alleviation of pain. Ok to say not needed, since no manipulations are expected to cause pain or minor pain that doesn't require pain relief.

D7.b. Explain the monitoring procedures, contingencies and interventions that will be in place to detect and limit signs of pain or distress. This is legally and ethically a big deal! It is not ok to just watch an animal that is in any kind of pain or distress, without doing anything! Ever!

D7.c. List the humane endpoints that will be applied, i.e. objective and specific clinical signs being shown by an animal that will require its immediate euthanasia without intervention by a veterinarian. This is also legally and ethically a big deal and needs to be realistic and actionable. General (e.g. > 20% weight loss) and specific to research.

D8. Will neuromuscular blockade be used? Yes/No



Sections D8-11:

The end, sharing tissues & anything else the AEC needs to know.

D9. If animals are to be euthanised, select the technique(s): Tick box

9a. Explain when anaesthetic overdose will be used and why chosen. This will come up for whatever boxes are ticked

D10. For the animals that will be euthanised, have researchers that may be interested in the other tissues (and/or the animal facility) been notified? Yes is the only answer, unless not allowed or all tissue needed

D10.a. How do you intend to notify the other researchers? E.g., VJU white board

D11. Describe any additional animal welfare or ethical implications of this project that have not been addressed earlier.

Sections D12 & D13:

Location and duration



1. Where the procedures will occur and animals disposal

- Have room numbers handy-must be accurate if on any floor other than in an animal facility and all rooms must be approved by the AEC
- You can find room maps on the staff intranet, right hand side

Find University people

- > [Emergencies](#)
- > [Campus maps](#)
- > [Building floor plans](#)

2. How long will animals be housed.

This should be consistent with age range requested, experimental plan and timeline figures



Section D14:

3Rs: Replacement, Reduction, Refinement

Must demonstrate that there are no reasonable alternatives for your work, as per directions in the information icon provided.

The AEC must assess:

“the extent to which there has been—

(i) assessment of the suitability of using non-sentient or non-living alternatives in the project; and

(ii) replacement of animals as subjects with suitable non-sentient or non-living alternatives”

If animals are required you must show how your experimental designs and manipulations **Reduce and Refine** experiments.

Use resources provided on the animal ethics webpages.

nc3rs.org.uk/the-3rs
[anzccart.org.nz/
NA3RsC](http://anzccart.org.nz/NA3RsC)

Section D14:

3Rs: Replacement, Reduction, Refinement

<https://www.nc3rs.org.uk/the-3rs>

	Standard	Contemporary
REPLACEMENT	Methods which avoid or replace the use of animals	Accelerating the development and use of models and tools, based on the latest science and technologies, to address important scientific questions without the use of animals
REDUCTION	Methods which minimise the number of animals used per experiment	Appropriately designed and analysed animal experiments that are robust and reproducible, and truly add to the knowledge base
REFINEMENT	Methods which minimise animal suffering and improve welfare	Advancing animal welfare by exploiting the latest <i>in vivo</i> technologies and by improving understanding of the impact of welfare on scientific outcomes



Remaining Sections

Wrapping up

Section E1 a-d: Brief Synopsis of current work and progress

Section F: List a reasonable number of references (5 - 10), either by the investigators or others that the Committee would find helpful in assessing your application

Feedback

Any more questions?

Q and A

- Amendments can be made to approvals and must be done, if ANY change in what is approved (even if you think it's better for the animals)
- The Committee likes pilot studies and they can and should be built in to the application, as needed
- Get to know your animals before you start research work with them. It will help your research outcomes.
- The PI of the project should start the application in Infonetica, or it will have to be transferred to them (even if the PI is correctly listed as the PI).
- We know there are some good and bad things about Infonetica and the ethics team is actively trying to get the bad things resolved with the Infonetica team. Please be patient. They are working as fast as they can.
- The AEC is always here for you and wants to help. 😊