

## ***CHW Guidelines for Submission for Animal Ethics Applications April 2009***

### **Contacts:**

#### **CHW Transgenic Facility:**

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ACEC Co-Chair- Dr Ian Alexander  
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#### **CHW Ethics Manager:**

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**CMRI Bio-services:** Manager – Dr Irma Villaflor  
ACEC Secretary – Jane Seaman  
ACEC Co-Chair – Dr Patrick Tam  
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#### **Westmead Hospital**

**Animal Care Facility:** Director – Dr Craig Godfrey  
ACEC Secretary – Louise Fazekas  
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### **Guidelines:**

- All animal research projects conducted by CHW staff or within CHW facility must have the approval of the relevant Animal Ethics Committee before they can commence.
- CHW staff conduct animal research projects in the Westmead Hub using 3 facilities:
  - Westmead Vivarium & Small Animal House
  - CMRI Bio-services
  - CHW Transgenic Facility
- CHW projects conducted at CMRI Bio-services or CHW Transgenic Facility must Use CMRI/CHW ACEC forms available on the intranet <http://intranet.kids/ou/ethics/> (go to Resources/ Animal Ethics/ CMRI-CHW ACEC) and have CMRI/CHW Animal Ethics Committee (AEC) approval. All CHW projects must be submitted a signed hard copy to Rebecca Rielly 24 Hrs prior to the close date.
- CHW Projects conducted at Westmead Vivarium & Small animal house must: Use Westmead Animal Ethics Forms available on the intranet

<http://intranet.kids/ou/ethics/> (go to Resources/ Animal Ethics/ Westmead ACEC) and receive Westmead Hospital Animal Ethics Committee (WHAEC) approval. All CHW projects must be submitted a signed hard copy to Eleanor Thackray 24 Hrs prior to the close date.

- CHW Researchers must comply with the closing dates of the relevant Committee.
- An electronic copy of the application is to be sent to the appropriate ethics committee and CHW sign off contact on or prior to the close date for submissions.
- **CHW research groups utilising the Westmead Hospital Animal Care Facilities must have a signed and electronic copy of all submissions to Eleanor Thackray 24 Hrs prior to close date for CHW sign off prior to being submitted. Eleanor Thackray will submit all signed documents on behalf of each group. [Electronic copies are to be submitted by the individual group](#)**
- **CHW research groups utilising the Transgenic Facility must have a signed and electronic copy of all submissions to Rebecca Rielly 24 Hrs prior to close date for facility sign off prior to being submitted. Rebecca Rielly will submit all signed documents on behalf of each group. [Electronic copies are to be submitted by the individual group](#)**
- Any researchers wishing to conduct animal experiments in the Transgenic Facility must undergo orientation run by facility staff. It is also required that all new researchers to conduct animal work attend an animal ethics training session. We recommend the University of Sydney Introduction to Animal Research course run by Malcolm France.

#### **Scientific Review:**

##### CMRI/CHW projects

Scientific and ethical review will be undertaken by the CMRI/CHW AEC. A member of AEC will be allocated a project to review and will be in contact with you.

##### Westmead projects

Scientific and ethical review will be undertaken by the WHAEC. A member of AEC will be allocated a project to review and will be in contact with you either directly or through the WHAEC Secretary. Please provide a scientific protocol or a copy of a grant application to aid in this process.

#### **MODIFICATIONS**

- **All applications for modifications through Westmead Hospital Animal Care Facility should now be forwarded via email and hard copy directly to Eleanor Thackray. All modification forms are available on the intranet. Eleanor Thackray will submit all signed documents on behalf of each group. [Electronic copies are to be submitted by the individual group.](#)**

- **All applications for modifications through Transgenic Facility should now be forwarded via e-mail and hard copy directly to Rebecca Rielly. All modification forms are available on the intranet. Rebecca Rielly will submit all signed documents on behalf of each group. Electronic copies are to be submitted by the individual group.**

#### **ANNUAL AND FINAL REPORTS**

**All Annual returns/reports and final reports must be submitted directly to the relevant Ethics Committee via email and hard copy. These do not require the signature of Eleanor or Rebecca to be submitted.**