



Monthly newsletter

31st Edition – November 2016

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Important AEC Information

Animal Ethics Procedures, SOP's (Standard Operating Procedures) and Guidelines

All AEC approved Animal Ethics Procedures and Guidelines can be found on our [Animal Ethics Wiki page](#).

Notices and news

Lab Animal:

Lab Animal is a monthly research journal publishing peer-reviewed articles on methods and technology for improved disease models and enhanced welfare. The journal also publishes timely and authoritative columns and perspectives on all aspects of lab animal science and animal models of disease.

Link: <http://www.labanimal.com/laban/index.html>

New JoVE videos of interest:

The Journal of Visualized Experiments has some interesting and exciting articles this month. For the most recent articles see: <https://www.jove.com/about/press-releases>



Topic and presenter suggestions for the 2017 Animal Ethics Seminar

The Animal Research Review Panel is seeking suggestions for topics and presenters for the next Animal Ethics Seminar, proposed to be held in 2017. The seminars are aimed at people involved in the care and use of animals for research and teaching, including Animal Ethics Committee members, researchers and teachers and animal carers.

Attached is a form to complete for any suggestions. Suggestions are welcomed to help ensure the seminar will be relevant to the needs and interests of the attendees. Information on previous seminars can be found at: <http://www.animaethics.org.au/animal-ethics-committees>.

Tips and hints for your applications

For all amendment, progress, final report and adverse event submissions, please ensure that you submit **one signed** completed **electronic copy** in **Word DOC format only**. All submissions are to be sent to animal.ethics@mq.edu.au.

Forms: Request to add or remove personnel to an existing Animal Research Authority

http://research.mq.edu.au/current_research_staff/animal_research_ethics/application_resources

Please ensure that you complete **each** section of the table shown below. Completing all information will reduce any delay in your request being processed by the Animal Ethics Office.

2.2.	Has this person attended an Animal Ethics or Welfare course?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES	Course name and convening institution (e.g. Macquarie University "RACE Training" or the University of Sydney "Introduction to Animal Research" course)			
	Date			
	Was the course passed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	The research office has my certificate on file	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Attach a copy of course certificate	<input type="checkbox"/> Attached		
If NO	Please email to animal.ethics@mq.edu.au with your full name, MQ ID and which department you are working under to enrol for the course.			

Forms: Amendments Requesting an Extension of Time

Often extensions are requested at times when annual Progress or Final Reports are due. To ensure that the legislated obligation of annual reporting is met in lieu of extensions, the AEC requests the concurrent submission of a Progress Report for all applications for extensions of time. In addition to satisfying this legal requirement, the Committee believes that an accompanying Progress Report will help to provide a level of detail to facilitate assessment of the application to extend.



Research Animal Care and Ethics (RACE) Training

Please ensure that you submit a new [amendment](#) application in order to have your new researcher added to your project. They must undergo Research Animal Care and Ethics (RACE) Training in order to be added to the ARA. They can be registered for [RACE](#) training as follows:

Registration

1. A Macquarie One ID number is required to access to the RACE course.
2. In the event that you do not have a Macquarie One ID number, a number will need to be assigned for each new researcher to be given access to this course via iLearn.
3. The Supervisor/Primary Investigator must email Macquarie University Informatics at onehelp@mq.edu.au in order to apply for a MQG or MQX One ID number for these new researchers.
4. All new and existing researchers are to forward their One ID number, as well as your full name and email address to the AWO, Dr Justin Clarke at animal.ethics@mq.edu.au in order to enrol for the course.

Register for the course via [iLearn](#). Link: <https://ilearn.mq.edu.au/login/index.ph>

Training Opportunities

Please contact the AWO for any training requirements.

Animal Ethics Calendar

Next Application submission deadline date 2016

Monday 14 November 2016

Next Animal Ethics Committee Meeting date 2016

Thursday 8 December 2016

Animal Ethics Committee Meeting dates

See the [Animal Ethics Website](#) or the [Animal Ethics Wiki Page](#).

2016

CLOSING DATE FOR SUBMISSIONS	MEETING DATE
Monday 14 November 2016	Thursday 8 December 2016



2017

CLOSING DATE FOR SUBMISSIONS	MEETING DATE
Wednesday 25 January 2017	Thursday 16 February 2017
Thursday 23 February 2017	Thursday 16 March 2017**
Monday 20 March 2017	Wednesday 12 April 2017
Thursday 27 April 2017	Thursday 18 May 2017**
Thursday 25 May 2017	Thursday 22 June 2017
Thursday 29 June 2017	Thursday 20 July 2017**
Thursday 27 July 2017	Thursday 17 August 2017**
Thursday 24 August 2017	Thursday 21 September 2017
Thursday 28 September 2017	Thursday 19 October 2017**
Thursday 16 November 2017	Thursday 7 December 2017

* **The closing date for submissions is approximately two to three weeks before each meeting.** This is essential to allow adequate time for processing and review of submissions by the AEC prior to meetings. It also provides opportunity for researchers to respond to questions or comments from the Committee prior to meetings, thereby potentially reducing the time to approval. Questions and comments are distributed to applicants on the Monday of the week of the meeting.

** **An inspection of animal facilities will be held on the day of the AEC meeting on the dates highlighted above (unless otherwise stated).** It is a requirement under the *NHMRC Australian code for the care and use of animals for scientific purposes 8th edition (2013)* that inspections of facilities used for animal research, housing and teaching are carried out on a regular basis. Under the *Macquarie University AEC Terms of Reference* the AEC will carry out facility inspections twice per year.

Contributions

If you would like to contribute to the Animal Ethics monthly newsletter, kindly email that content for the next month's newsletter.

Should you have any queries regarding your research, please do not hesitate to contact:

Animal Ethics Team

Animal.ethics@mq.edu.au, +61 (0) 2 9850 7758 / +61 (0) 439 497 383

Alternatively, for more information about AEC policies, procedures, forms and ethical clearance requirements, please go to our webpage at http://research.mq.edu.au/current_research_staff/animal_research_ethics