**La Trobe University Animal Ethics Committee**

**Notification of External AEC Approval**

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| **Requirement for notification:** |
| The purpose of the [*Australian code for the care and use of animals for scientific purposes* 8th edition 2013 (the Code)](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) is to promote the ethical, humane and responsible care and use of animals used for scientific purposes. The ethical framework and governing principles set out in the Code provide guidance for investigators, teachers, institutions, animal ethics committees and all people involved in the care and use of animals for scientific purposes.  It is a requirement of the “Animal Code” that investigators inform their institutional AEC when conducting work involving animals at another institution. The relevant section of the Animal Code is as follows:  ***Responsibilities of investigators***  *2.6.8 Investigators must notify the AEC in writing if they are involved in collaborative studies using animals at another institution, or if they are named in an application to the AEC of another institution (see Clause 2.4.9).*  To fulfil this responsibility, staff of La Trobe University (LTU) who are named in an application to an external AEC, inclusive of collaborative projects, are required to complete this notification form.  **All work involving animals conducted within LTU facilities requires a full application to the LTU AEC**.  **If you are an LTU staff member named as the Principal Investigator in an application to an external AEC you must contact** [animalethics@latrobe.edu.au](mailto:animalethics@latrobe.edu.au) **so that a formal agreement can be arranged**. |
| **Important Information for all staff providing notification to the LTU AEC:** |
| * Ensure all questions are appropriately answered in plain language. * All notifications must be signed and approved by all relevant parties.   For further information, refer to the LTU Animal AEC Operating Procedures. |
| **Further information required?** |
| Senior Coordinator, Animal Ethics and Biosafety – 03 9479 3337  Ethics, Integrity and Biosafety  David Myers East  La Trobe University  Bundoora VIC 3058 |

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| **Section 1 – Project details** | | | |
| 1. **LTU staff member details** | | | |
| Name (title, given name, family name): |  | | |
| LTU Staff ID: |  | | |
| School/Department: |  | | |
| Email address: |  | | |
| Contact Number: |  | | |
| 1. **Details of project in which you are named on:**   (you are required to attach a copy of the authority document and approved application) | | | |
| Name of external institution: |  | | |
| Project title: |  | | |
| Authority number: |  | | |
| Name of Principal Investigator: |  | | |
| Duration of approval: |  | | |
| Species of animal(s): |  | | |
| Location of where the project will be carried out: |  | | |
| Provide a brief summary of the project: |  | | |
| What is the nature of your involvement in the project:  (List and provide a brief description of any activities you will be undertaking involving the use of animals) |  | | |
| State the reason(s) why this work is being undertaken at an external institution: |  | | |
| **Section 2 – Investigator Declaration** | | | |
| 1. I certify that the care of animals during the proposed experiment will conform with the principles and regulations of:*,* the[*Australian code for the care and use of animals for scientific purposes 2013*](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) and any relevant state legislations; 2. I accept responsibility for the conduct of all procedures that I undertake as detailed in the approved application, in accordance with the requirements of the Act, the Regulations, the Animal Code, relevant state legislations and the Animal Ethics Committee with oversight of the project. | | | |
| Name | | Signature | Date |
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