**[](http://www.vu.edu.au/)**

**VICTORIA UNIVERSITY ANIMAL ETHICS COMMITTEE**

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| **NOTIFICATION TO VU AEC OF WORK CONDUCTED AT AN EXTERNAL INSTITUTION** |

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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) 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 “Code” that investigators inform their institutional AEC when conducting work involving animals at another institution. The relevant section of the 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).*  In order to fulfil this responsibility Victoria University investigators (researchers, teachers or animal care staff) who are named as investigators or co-investigators or persons providing training in an application to an external AEC are required to complete this notification form.  **All work involving animals, conducted at a VU animal facility, requires a full application to the VU AEC**. |

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| **Important Information for all researchers and teachers providing notification to the Victoria University 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 Animal Research Ethics website: [http://research.vu.edu.au/AEC.php](http://research.vu.edu.au/aeec.php) or contact aeec@vu.edu.au. | |
| **Forwarding Details** | |
| All hard copy notifications to be delivered to:  **The Victoria University**  **Animal Ethics Committee**  Research Services  Building C, Room C302  Footscray Park campus.  Victoria University  PO Box 14428  Melbourne VIC 8001 | Electronic applications are to be forwarded to  **The Victoria University**  **Animal Ethics Committee:**  E-mail: aeec@vu.edu.au |

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| **SECTION 1 – PROJECT DETAILS** | | | | | |
| **1 Name of Researcher/Teacher** | | | | | |
| Name (Title, given name, family name) | | |  | | |
| VU College/Institute/Centre | | |  | | |
| **2 Details of project in which you are named as an investigator or co-investigator on a project :**  **You are required to attach a copy of the application and approval memo from the external AEC to this notification.** | | | | | |
| Name of External Institution | | |  | | |
| Name of project | | |  | | |
| Name of Chief Investigator | | |  | | |
| AEC approval number | | |  | | |
| Duration of approval of project | | |  | | |
| Species of animal | | |  | | |
| 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) that this work is being undertaken at an external institution. | | |  | | |
| Is animal tissue collected from the approved project to be used at a VU laboratory or facility?  If YES a tissue notification form must be submitted to the VU AEC. Please provide the TNF number. | | | YES/NO | | |
| **SECTION 2 – INVESTIGATOR DECLARATION** | | | | | |
| I hereby declare that:   1. I am familiar with Part III of the Prevention of Cruelty to Animals Act 1986 (the Act), associated Regulations and the current version of the Australian Code for the Care and Use of Animals for Scientific Purposes (the Code) and accept the responsibilities detailed therein to the extent of my involvement in this project. 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 and the Code and the Animal Ethics Committee with oversight of the project. 3. In the event I am providing training I understand my responsibilities to ensure training records are maintained and competency is assessed and determined prior to a trainee conducting activities involving animals unsupervised. 4. I understand VU AEC Training is compulsory for all investigators prior to commencing working with animals. I have indicated below the date I attended a face to face training session or completed the online assessment. (If you have not undertaken training please contact aeec@vu.edu.au to arrange for access to the online training and assessment). | | | | | |
| **Investigator’s Name** | | **Date of VU AEC training** | | **Investigator’s Signature** | **Date** |
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| **SECTION 3 – COLLEGE DIRECTOR OF RESEARCH** | | | | | |
| I acknowledge that it is my responsibility to ensure that staff of the college and those working under their supervision who use animals for scientific purposes comply with the conditions laid down by:   1. The *Prevention of Cruelty to Animals Act 1986 and Regulations 2019;* 2. The current version of the *Australian code for the care and use of animals for scientific purposes*; and 3. The Animal Ethics Committee. | | | | | |
| **Name:** |  | | | | |
| **Signature:** |  | | | | |
| **Date:** |  | | | | |