

THE AUSTRALIAN NATIONAL UNIVERSITY

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**The Research Office and
Corporate Information Services**

Research Management System

ARIES

Animal Ethics User Manual

Version: 1.3
Date: May 2009

1.1 ARIES Animal Ethics

The Animal Experimentation Ethics Committee (AEEC) monitors and regulates the use of animals in research and teaching carried out at the ANU, and ensures that all animal usage conforms to the Animal Welfare Act 1992, the Animal Welfare Regulations (ACT) (1993) and the NHMRC Australian Code of Practice for the Care and Use of Animals for Scientific Purposes.

Animal Ethics protocols are now entered directly into the ARIES Research Management System. On-line data entry replaces several existing forms. Applications entered into ARIES can be provided as a hardcopy form ready for signing by investigators and department heads.

User support for the online system is provided by Pauline Pilcher (ext 53721 or pauline.pilcher@anu.edu.au) and online.

http://www.anu.edu.au/ro/ORI/Animal/animal_policy.php

1.2 Login

How to Login to ARIES Animal Ethics module

Open a web browser and go to <https://aries.anu.edu.au/content/ASP/ANULogin.asp>. Log in using your University ID and Horus password. If you are unable to login, ring the ARIES Helpdesk on ext 56782.

PLEASE BE AWARE that your ARIES session will expire if there is no activity for 15 mins. Save and close your protocol by clicking SAVE on the Header tab if you take a break during your data entry session. This 15 min timeout is imposed by ANU, and is not something we are able to change.

1.3 Create an Animal Ethics Proposal

Select the 'Create a New Protocol' link to start a new proposal.

Animal
Ethics



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- [Create a New Protocol](#)
- [List Existing Records](#)
- [Create a New Facility](#)
- [List Existing Facilities](#)
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1.4 Protocol Data Entry

At a minimum, the researcher should enter a title, the start and end dates, ethics program type and the ANU investigators. If this information is not entered on initial data entry, the protocol will not be visible for the user on the ARIES human ethics screen.

Header tab

This tab contains summary information about the program.


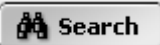

- Ethics number – leave blank. The number is assigned by the AEEC secretary.
- Sub-category – select either Biomedical or Wildlife from the dropdown list.
- Program type – select either Teaching or Research from the dropdown list.
- Start date and End date – your intended dates for the research program.
- Title – free text, maximum of 700 characters.
- Research Discipline – select from the dropdown list.

Once entered, click on the Investigators tab to enter the primary investigators name.

Investigator Tab

Investigator names - all ANU and external investigators involved in a protocol. There are different sections for Internal (ANU) investigators and nominees, and External (non-ANU) investigators.

The screenshot shows the 'Investigators' tab in the ARIES system. At the top, there is a navigation bar with several tabs: 'Header', 'Main details', 'Investigators' (which is highlighted), 'Departments', 'Animal Groups', 'Purpose', and 'Health Risks'. Above this bar are other tabs: 'Annual Reviews', 'Usage', 'Documents', 'Notes', 'Genetic modification', and 'Amendment/Variation'. Below the navigation bar, there are several input fields: 'Ethics number:', 'Protocol title:', 'Primary investigator:', 'Committee outcome:', and 'Protocol status:'. Below these fields, there are two sections: 'Internal' and 'External'. Each section has an 'Add' button. The 'Internal' section has a table with columns 'Name', 'Role', 'Department', and 'Action'. The 'External' section has a table with columns 'Name', 'Country', 'Institution', and 'Action'.

Select the  button in the relevant section and enter the surname of the investigator to be added and select . ARIES will return a list of matching surnames. Select the required investigator and click the  button against the required investigator name. **‘Would you like to add the investigator’s department?’**

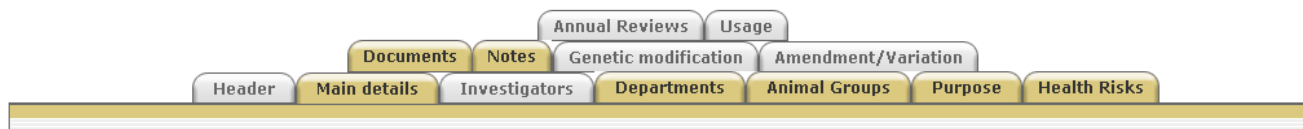
- click Yes for the primary investigator and
- click No for all other investigators.

Please note: Complete all fields with an asterix. If information isn't readily available, enter 'TBA' to return later with the information.

- Role on program – select from dropdown list.
- Home phone number – for emergency contact.
- Expertise – maximum of 700 characters.

Add all investigators and nominees in the same manner. If the required staff or students does not appear, contact Loris Trainor on ext 56782 or email Loris.Trainor@anu.edu.au.

Save, then go to Main Details tab. The next few tabs relate specifically to the protocol application form.



Main details Tab

Items 1.1 to 1.7 from the previous Application form. You can enter a maximum of 5000 characters into each text box. Each data entry box can be expanded to display more text.

Department Tab


This is the primary Faculty, School or Centre and Department involved in administering the research program. You do not have to add any further information to this tab.

Animal Groups Tab

This tab allows you to enter the species, strain, procedures and drugs for each group of animals.

- Species – select from the dropdown list.
- Strain – free text, maximum 100 characters.
- Number requested – this species/strain/procedure/drugs only.
- Number approved – leave blank.

- Is the species rare or endangered – select from the dropdown list.
- Location – free text, maximum 5000 characters.
- State – you can select multiple states. If research is conducted outside Australia, leave blank and provide information on country in the Location text box.
- Procedures – for this group of animals only. Free text, maximum of 5000 characters.
- Substances – list all substances given to this group. You can add multiple substances.
- Anaesthetics - list all anaesthetics given to this group. You can add multiple anaesthetics.
- Neuromuscular blocking agents – list all agents given to this group. You can add multiple agents.
- Supervision of animals during experimentation – free text fields. You can enter up to 5000 characters into each text box.

Once you have entered the first group use the COPY GROUPS  function to replicate the group. Enter a name for the new group, and save it. Edit the second and subsequent groups to change relevant information.

Once you have completed this section, click the  button at the top of the screen.



Purpose Tab

The classification and purpose of the program.

Health Risks Tab

Description of any risk to other animals or staff.



Documents Tab

ARIES can store .doc and .pdf documents with a protocol record. To upload a document, go to the  tab and click the  button. Type in a name for your document, then use the Browse function to locate the document on your computer. You can upload several documents in this manner.

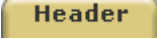
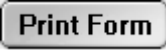

Notes Tab


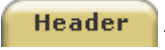
Any additional information which you consider will assist the AEEC. The Animal Ethics secretariat may also add information in this tab.

Saving the Protocol

Once you have entered all data, return to the  tab and click the  button. You may return to the protocol and add additional data if you need to **ONLY WHILE IT IS STILL IN DRAFT STATUS.**

1.5 Getting a hardcopy

You can print a copy of your protocol ONLY while its still in DRAFT. Got to the  page and select , i.e. before you submit. Then select the  icon, and click on the '1. Click this link to open your external document'. A pdf will appear which you can PRINT and/or SAVE.

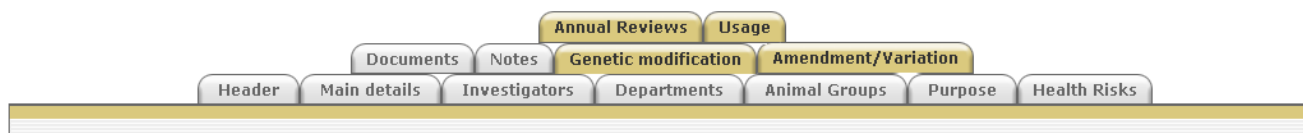
To return to the previous screen, close the pdf window and select '2. Click this link to return to your Ethics PDF's' link, then select  to return to the  tab where you can save and close.

1.6 Updating an Animal Ethics Protocol

You can update existing protocols to submit an Amendment, an Annual Review, Study Completion report, Discontinuation report or enter calendar year animal use data. Please notify the Animal Ethics Secretariat whenever you update a program via email to Simon.Bain@anu.edu.au and cc to Pauline.Pilcher@anu.edu.au.

Amendments

Notice of any proposed changes or variations to an approved Program during the duration of that Program must be approved by the AEEC. Such proposed changes might be for example, the addition of a technique not included in the original proposal. Any changes to animal numbers must be included. Major changes in direction of research will require a new proposal. For guidance as to whether an amendment or new proposal is relevant please e-mail the AEEC Executive Officer, Dr Simon Bain, outlining proposed changes. Enter data using the Amendment tab.



Annual Reviews

The Chief Investigator is required to report on the progress of the research program each year on the anniversary of the approval date. Enter data using the Annual Review tab.

Animal Use Data

The Chief Investigator is required to record the total number of animals used for each calendar year. This information is reported to various statutory bodies. Enter data using the Usage tab.

Study Completion/Discontinuation Report

The Code requires that for projects that have been completed or discontinued, a report should be submitted to the AEEC as soon as practicable. Please complete this report upon completion or discontinuation of a project. If an approved study has not commenced, Section 5 of this report should also be completed.


Genetic Modification

Information about intended production of a new strain or hybrid of a genetically modified animal and the associated DNA Ethics protocol #.

Enter data using the Genetic Modification tab.

1.7 Log off

You must LOGOUT when all entering of data is completed.

After you have saved your protocol, click on the  button on the top left-hand side of the screen.