

Animal Transfer Form

The purpose of this document is to monitor the movement of animals between approved projects by the AEC and to ensure that such transfers are officially approved by the ethics committee. This form is intended for transfers between experimental projects only and does not apply to breeding applications. This transfer form applies only to projects that have received approval from the SAHMRI AEC and should not be used for transferring animals between different institutions.

Authorisation for transfers can only be granted by the AEC. The Principal Investigators (PIs) must provide their signature on this form to confirm the transfer of animal care either from or into their approved project. Once completed with all relevant signatures, this form must be promptly sent to the AEC secretary (aec.secretary@sahmri.com) for submission to the next scheduled AEC meeting for official ratification.

The transfer of animals between projects can be beneficial in reducing the overall animal count across various projects. However, the animals being transferred must adhere to the recipient's AEC-approved application requirements. Animals of different strains, ages, or with diverse procedural histories from those specified in the recipient AEC-approved application cannot be transferred. Breeding animals for the sole purpose of transfer is also not allowed within the scope of an experimental application. If applicable, measures must be taken to minimize social stress, including consulting the on-site veterinarian or Animal Welfare Officer (AWO). The procedural history of the animals being transferred should align with the recipient's AEC application to prevent cumulative strain on the animals. It is the responsibility of the recipient researchers to ensure that the animals being transferred are suitable for inclusion in their ethics application.

By signing below, you acknowledge that the information you have provided is accurate and true and that the transfer will not take place until it receives approval from the AEC. You also acknowledge that the AEC reserves the right to refuse the transfer of animals if it is deemed inappropriate.

AEC-Approved Applications	
Application where animals are being transferred from:	
Application Number:	
Application Title:	
Primary Investigator:	
Expiry of Application:	
Application receiving animals:	
Application Number:	
Application Title:	
Primary Investigator:	
Expiry of Application:	

Animal Information	
Location:	
Species:	
Strain:	
Total No. of Animals:	
No. of females	
No. of males:	
Age:	
Animal ID:	
Reason for transfer:	
History of animals:	
Animal Housing Details (including new cage, duration, etc)	

☐ I have liaised with a SAHMRI Veterinarian regarding this animal transfer and the potential associated welfare implication. Please advise who your spoke to and when below.

Name	Date

Primary Investigator Transferring Animals	
Name:	
Signature:	
Date:	
Email:	
Primary Investigator Receiving Animals	
Name:	
Signature:	
Date:	
Email:	

For AEC/AWO Use Only – Administrative Response			
Decision:	☐ Rejected ☐ Approved ☐ Requires Modifications / Further Clarification		
Reviewed by:	☐ Animal Welfare Officer (AWO) ☐ Animal Ethics Committee (AEC)		
Comments/ Justification:			
Signature:		Date:	