

Tab	Section	Complete
<b>General Information</b>	Title	Ensure animal model is reflected in title and that the title reflects the scope of the project
<b>General Information</b>	Glossary	Glossary table should be complete with all scientific terminology defined for committee members, including lay members.
<b>General Information</b>	Short Lay and Lay description	Ensure terminology is directed at a lay audience (written for members of the general public). Please do not use acronyms within these two sections.
<b>General Information</b>	Project Overview	Project Overview should provide summary detail regarding the key project components from the time the animals are obtained, to the conclusion of experiments and disposal of carcasses. This section should reference the procedure descriptions (listed in the procedure tab).
<b>Personnel</b>	PI, Co-investigators and Research Personnel	<p>Please ensure the correct person has been assigned to each role:</p> <p>PI: a PI has full responsibility of the project and the resources making the project possible. They have full editing rights to the application.</p> <p>Co-investigators: the people who are directly involved in the project (e.g. students, a senior researcher undertaking the project). Anyone who requires access to make changes to the application should be listed here as only PIs and Co-investigators have editing rights to the application.</p> <p>Research Personnel: This section should detail any person (including the PI and Co-investigators already listed) who will be completing animal work on the project (except animal technicians).</p> <p>Signers: All personnel must be listed and sign the document. If someone is listed on the application and cannot sign the application, they should not be listed on the application and can be added to the application in an amendment later when able to sign the document.</p>
<b>Personnel</b>	Affiliations	Affiliations to other institutions must be declared to the AEC. This allows the AEC to keep track for their own reporting purposes.
<b>Species</b>	Species	Is there a new strain/genotype that needs to be listed within the application? If so, contact the AEO to add to the system for you.
<b>Species</b>	Species	Remove any reference to other animals that will not be used on the application (particularly if you have copied and pasted from an older/other ethics application.
<b>Species</b>	Justification of species	Ensure the justification question for why species are proposed has been answered correctly –justify why this strain/species is the best one to use for your project.
<b>Study segments</b>	Animal Monitoring	Adverse events – for each adverse event listed, has the management plan, intervention point or humane endpoint been included in the instance the event does happen?
<b>Study segments</b>	Animal Monitoring	The parameters entered should reflect the procedures being conducted and explicitly state the frequency of monitoring e.g. Monitored daily, not monitored 5 or 7 times a week. Also include the CRS scoring plan E.g. If an animal scores more than

		3 on the CRS, what will happen?
<b>Animal Numbers</b>	Numbers table	Ensure numbers have been correctly inputted into the system and organised correctly – the best way to see this is if you select the ‘Total’ tab – if it says ‘0’ – you have inputted the numbers wrong. Refer to the guidelines on how to input animal numbers.
<b>Animal Numbers</b>	Numbers justification	This section can refer to the Experimental design section but is not the same question. This section should reflect why the numbers have been requested.
<b>Animal Numbers</b>	Mortality Rate	Mortality rate is a realistic expectation of animals dying or having to be humanely killed during the project due to adverse events during procedures or experimental disease. There may be differing mortality rates for different procedures or stages of the project. If additional animals will be required to maintain statistical validity, please ensure that these additional numbers that may be required have been added into the Animal Numbers table – if not, they will not be able to be ordered.
<b>Procedures</b>	Procedure list and Pain and Distress classification	Ensure each procedure has been listed. In order to assign a procedure to an animal in Tick@lab the procedures must be listed in the protocol. Ensure all procedures have been listed with pain and distress classifications below.
<b>Procedures</b>	Procedure descriptions	Ensure descriptions of procedures have been entered in this section.
<b>General Training</b>	Ethics and Compliance training	All personnel listed must complete the ethics and compliance course. Click refresh just above the table to view. If no, contact the AEO.
<b>Animal Husbandry/ Housing</b>	All questions	Ensure these questions have been answered sufficiently and demonstrate the researchers understand all components of the animal welfare in their research.
<b>Justification</b>	All questions	The responses must appropriately identify the welfare impacts on the animals and address all aspects of the project to reduce those impacts. If the impacts are not able to be reduced, you must appropriately justify why the research project should continue by discussing the cost/benefit of the project outcomes.
<b>Justification</b>	Severe welfare impacts that cannot be addressed by the 3Rs	Any projects with Severe animal wellbeing impacts require further justification. You must identify any severe welfare compromises. The researcher must provide an in-depth justification as to how the project outcomes, despite compromising the animal’s wellbeing, will be significantly important to the broader medical research fields.
<b>Safety &amp; Hazards</b>	Permits	Appropriate permits must be obtained or applied for. Have SAHMRI Quality personnel been contacted regarding project?
<b>Safety &amp; Hazards</b>	Risk Analysis	The Risk Analysis must be signed and in date.
<b>PI Certification</b>	Attachments	Check attachments are included: CRS, mortality sheet, SOPs,
<b>Throughout application</b>	Terminology	Has only ‘Humane killing’ been used throughout the application. No reference to culling/sacrifice etc.
<b>External Persons (not SAHMRI, UofA, UniSA, Flinders)</b>		Any external person must have contacted the AEO to organise the license and reporting requirements within their institution. This should be done well in advance to submission of applications.