

Tips for improving the quality of your ACEC application

1. Use plain English	It is important that your application should be written in everyday language that can be understood by an educated lay person who has no medical or scientific background. This includes providing a glossary and/or definitions where possible.
2. Justify your research	You must adequately justify the use of animals in your research. This is a critical component of your application. The ACEC needs to understand the purpose of your research.
3. Seek alternatives	Ensure that you research animal alternatives and address the question in detail. In your answer, include alternatives you have researched.
4. Justify your choice of species	Make sure you justify your species choice and animal numbers. Include the experimental design and demonstrate the significance of the number of animals sought by reference to similar published studies.
5. Detail all procedures	Make sure you provide adequate information with your application, especially with regard to procedures to enable the ACEC to understand what is being proposed.
6. Detail monitoring procedures	Ensure that you provide adequate information about how animals will be monitored and how potential adverse effects will be managed.
7. Don't just cut and paste	Understand what information is required before you simply cut and paste from other documents or applications.
8. Address the requirements for all species	You must address the requirements for all species included in your work. Often information is only provided for one species and consequently the application will be delayed awaiting for further information.
9. Provide a monitoring sheet	You must provide a monitoring sheet. You are encouraged to design a monitoring sheet specific to your work. You can include more than one sheet to cover different aspects or procedures of your project.
10. Justify the severity	You must adequately justify the severity of procedures.
11. Detail new techniques or locations	Make sure you detail any new techniques or locations used in your research. This could include a photo, diagram or video.
12. Work with your reviewer	Seek peer review to make sure you are providing the best possible answers and all required information.
13. Seek advice	Always seek advice by consulting other investigators, Animal Facility staff, Animal Welfare Officer, Animal Ethics Officer and government authorities such as the Emergencies and Animal Welfare Branch, NSW Department of Primary Industries