**Animal Research: Ethical Review Form for Teaching and Research**

In the UK all scientific procedures carried out on protected animals (living vertebrates, other than human, and cephalopods; at defined stages of development) is regulated by the Animals (Scientific Procedures) Act 1986 and Directive 2010/63/EU.

The purpose of this review is to ensure the ethical use of non-protected animals and animal tissue in research and teaching by all members of the University.

This review form should also be used for **all** collaborations with other Institutions (in the UK and elsewhere) involving the use of protected or non-protected animals or their tissues or cells when the work is not carried under licence at the University of Bath.

**Ethical Review Form**

Please complete Section 1 and **either** Section 2 **or** Section 3 of this form (***guidance is provided in Appendix 1***).

If required, please ensure that the application has been approved by your academic supervisor (Section 4) and then send the entire form to the Animal Research Liaison Officer in the Faculty of Science by email (arlo@bath.ac.uk).

I will then seek the comments and approval of the Animal Welfare & Ethical Review Body (AWERB). This process will be undertaken as quickly as possible so that it will not delay your research application or other work. You will then be asked to comment on any feedback, if this is required, prior to approval by the Chair of the AWERB. A copy will be sent back to you for information and also submitted to the University’s Ethics Committee as part of an annual monitoring report. A reference copy will be kept in the Faculty of Science Office.

Animal Research Liaison Officer

Faculty of Science

**ETHICAL REVIEW OF THE USE OF ANIMALS OR ANIMAL TISSUES FOR TEACHING OR RESEARCH (that is NOT regulated by the Home Office)**

**Section 1**

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| Applicant |  |
| Department |  |
| Brief Descriptive Title |  |
| Date circulated for Ethical Review |  |
| EIRA-1 Form number |  |

**Q1 Does your research or teaching involve live animals or tissues obtained from live animals? If yes, complete Section 2; if no, go to Q2.**

**Q2 Does your research or teaching use only tissues from dead animals? If yes, go to Q3.**

**Q3 Were the tissues obtained from animals restrained or culled specifically to provide tissues for this research or teaching: If yes, complete Section 2; if no, complete Section 3.**

**Section 2**

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| ***Guidance for the completion of this form is attached as Appendix 1*** |
| Please provide details (on a separate sheet if necessary) of the animals you are using or intend to use.  |
| 1. Please confirm that your use of animals is not covered by Home Office regulations and briefly explain why (See Appendix 2). |
| 2. Is your teaching or research regulated by any other body eg DEFRA? If so, please provide a copy of the licence. (DEFRA Licence Holder should also be contacted on Extension 3299) |
| 3. If your work is outside the UK:i) Is it subject to local ethical review and/or legislation? Please give brief details and supply copies of permits, where applicableii) Are the animal welfare standards and scientific procedures used consistent with UK Home Office Guidelines? Please give brief details. |
| 4. What is the purpose of the research/ teaching?  |
| 5. When does/ did the research/ teaching project begin and when it is due to be completed (maximum 5 years)? |
| 6. What animals are you using? *Please give details of species* |
| 7. Approximate numbers of animals |
| 8. Where will these animals be kept/ live? |
| 9. Brief details of usage |
| 10. Reason(s) for usage (i.e. why does the research/ teaching require the use of animals rather than being undertaken using alternative methods)?  |
| 11. What arrangements are in place to protect the welfare of the animals concerned and to minimise any distress or suffering that might be experienced by them in the course of the research/ teaching?  |
| 12. Details of what you will do with the animals after the usage is complete |
| 13. To what extent are all staff involved in the usage trained and competent in the skills to be used? |

**Section 3**

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| ***Guidance for the completion of this form is attached as Appendix 1*** |
| 1. Please confirm that your use of animals is not covered by Home Office regulations and briefly explain why.  |
| 2. Is your teaching or research regulated by any other body eg DEFRA? If so, please provide a copy of the licence. (DEFRA Licence Holder should also be contacted on Extension 3299) |
| 3. Are you using animal tissues obtained from the University of Bath Biosciences Services Unit? If not, where is the source of the tissue? |
| 4. If the source of the tissue is outside the UK, do you have the necessary import permits? Please give brief details |
| 5. When does/ did the research/ teaching project begin and when it is due to be completed (maximum 5 years)? |
| 6. Purpose and brief details of research/ teaching (approximate numbers/ weight) and disposal of tissue |
| 7. Reason(s) for usage (i.e. why does the research/ teaching require the use of animal tissues rather than being undertaken using alternative methods)?  |

 **Section 4**

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| **Approval from Academic Research Supervisor** |
| I confirm that I have read the proposed project application and am satisfied that it is a clear and accurate description of research that I am prepared to supervise [ ] (tick box)In addition, I confirm that all necessary licences and permits are in place to ensure the research can be conducted legally and to UK Home Office standards; copies appended. [ ] (tick box) |
| Signature of Supervisor |  |
| Date |  |

**Section 5**

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| **Feedback from the Animal Welfare & Ethical Review Body** |
| Please would you particularly consider the justification for the use of animals; the balance between the possible welfare cost to the animals and the expected research or learning benefit. |
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**Section 6**

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| **Comments in response from the user, if required** |
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**Section 7**

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| **Approved by Chair of the Animal Welfare & Ethical Review Body (AWERB)** |  |
| **Date Approved:** |  |
| **Review Valid Until:**(Normally 5 years from approval date unless stated) |  |
| **AWERB Review Number:** |  |

**Appendix 1**

**General Guidance**

The ethical review of the use of **non-licensed** animals includes the following, although this is not an exhaustive list:

* Vertebrates purchased or bred for genetic studies or work on isolated tissue (Schedule 1 usage). This includes undergraduate practical classes (eg rodents and chicks)
* Invertebrates (eg locusts, moths, slugs) which may require licensing by Defra
* Wild or domesticated animals used for observational experiments (eg wild birds and fish in behavioural studies)
* Various animals which are observed as examples of biodiversity in undergraduate teaching and UCAS open days (eg snakes, spiders, axolotls)
* The use of embryos, such as chick embryos
* All animal research and testing carried out in other countries of the world (eg wild bird migration studies) or other areas of the UK
* All collaborative projects with other Institutions which include animal studies, whether or not they are carried out by University of Bath employees

**Guidance on completing the non-ASPA Ethical Review Form**

The purpose of this form is to ensure that the University is aware of any member of the University who is involved with animal work, whether personally or collaboratively and whether in the UK or abroad. As a collaborator, you are equally responsible for the animals used, though you may never see or touch them. Furthermore, the University must ensure that any animal work is carried out to the highest standard, equivalent to complementary procedures performed in the UK. This protects the University’s reputation.

The University Animal Welfare and Ethical Review Body (AWERB) is charged with ensuring these standards are met. In addition, the AWERB must consider the scientific benefit of the work and ask if it is ethical to do the work in view of the expected outcome (harm-benefit analysis). For this process, the welfare of the animals is of paramount importance.

The AWERB must be non-biased and, as such, constitutes both academic and lay members and incorporates animal welfare and scientific experts. Please remember this broad membership when completing the form, use lay language and define any acronyms. Text “cut and paste” from grant applications is not acceptable but there must be enough information to enable the Committee to assess the purpose of the investigation, the quality of the science and the harm-benefit ratio.

Throughout, please be informative but succinct. The background and reason for the experiment should be set out under Section 2, Q4 or Section 3, Q6 while the details of the experiment should be given under Section 2, Q9 or Section 3, Q6. When completing these sections, please remember that this is focussed on ethical procedure and animal-welfare. So the purpose is not “to obtain a PhD” but rather to further scientific knowledge in your specific field of interest. The details of usage are not “to provide data for my PhD”. Give details of age of animals/ methods of capture and restraint and/ or release/ anaesthesia and recovery/ volume and concentration of substance injected or fluids withdrawn and methods used/ carrier vehicle for substances *etc*. In Section 2, Q10 or Section 3, Q7, provide reasons why it is necessary to use animals at all and, finally, provide assurance that any individuals carrying out the experiments are trained and competent (Section 2, Q13).

If you are a PhD student or research associate/ assistant, before you submit the final application, please make sure that it has been signed off by your supervisor (Section 4) and copies of all necessary permits and/ or letters of access are attached (and, if in a foreign language, preferably translated into English). If you are awaiting permits, please provide written evidence that applications have been made with expected dates of receipt. Copies should be sent to the AWERB secretary (arlo@bath.ac.uk) as soon as they are available and before the study begins.

**Appendix 2**

**Home Office licensed** usage under the 2012 modified Animals (Scientific Procedures) Act 1986 (ASPA) is defined as follows:

The Act is designed to protect animals used for experimental or other scientific purposes. Any such experimental or scientific procedure has to be regulated under the Act if it is applied to a protected animal which may have the effect of causing that animal pain, suffering, distress or lasting harm.

(1) "A protected animal" for the purposes of this Act means any living vertebrate other than man and any living cephalopod.

(2) Any such vertebrate in its foetal, larval or embryonic form is a protected animal only from the stage of its development when-

(a) in the case of a mammal, bird or reptile, two-thirds of the gestation or incubation period for the relevant species has elapsed; and

(b) in any other case, it becomes capable of independent feeding.

(2A) Any living cephalopod in its embryonic form is not a protected animal.

There are various research activities that fall outside the Act. For example, the ringing, tagging or marking of an animal, or the application of any other humane procedure for the sole purpose of enabling an animal to be identified, is not a regulated procedure if it causes only momentary pain or distress and no lasting harm.

**If you are in any doubt as to whether you need a licence, please contact** **arlo@bath.ac.uk****.**

***AWERB/ ARLO September 2018***