**Animal Ethics Applications Process Flow Chart**

**Research/Teaching applications**

**Involving the use of animals**

**Applications prepared by CI**

**Applicants must submit:**

**Pre-review process by AWO (see Pre-review process on web)**

**a) authorised hard copy application to Research Services and;**

b) an electronic application to aeec@vu.edu.au. <http://research.vu.edu.au/aeec.php>

The AEC administration will conduct an initial review of the application to ensure that relevant information has been provided for pre-review by the AWO.

**Administrative review of the application. Application complete?**

**Application returned to CI for amendment**

**No**

y

**Yes**

**CI Advised**

Applications omitting information will be returned to the CI.

The AEC administration will register the application and allocate an AEC Number.

**AEC number assigned**

**No**

 **Yes**

The AEC administration will place the application on the next AEC agenda for review.

**Placed on Agenda for next AEC meeting**

**\*Note:** The CI will be required to make themselves available for the AEC meeting to discuss the project.

**Major revision required**

**AEC reviews**

**Application at meeting**

**Application approved**

**Research project may NOT commence**

**CI is notified.**

**CI notified to revise application.**

No

**Approved?**

Yes

**Minor amendments**

**Ethics approved research project may commence)**

**Provisional Approval granted pending AEC ratification**

**CI notified to revise application**

**Revised application reviewed by Chair or AEC Executive**

**Amendment request for all changes – CI to submit revised application**