HOW TO RE-SUBMIT ANIMAL ETHICS APPLICATION WHICH WAS EITHER DEFERRED OR CONDITIONALLY APPROVED ONLINE

TRAINING MANUAL
How to re-submit animal ethics applications

**Document Control**

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1. **Purpose of the guide**

The main purpose of this guide is to provide the 1st named Chief Investigator with the steps to re-submit animal ethics application which was conditionally approved or deferred by the Animal Ethics Committee via the Animal Ethics Online application system.
2. **Animal Ethics new application and approval process chart**

- **1st CI creates & starts new application**
- **1st CI or 2nd CI edits application**
- **1st CI validates & submits application**
- **2nd CI validates the submitted application**
- **Secretariat assigns applications to AECs for review**
- **AECs meet and pass judgment**
  - **Conditional Approve**
  - **Approve**
  - **Reject**
  - **Defer**

- **AEC Spokesperson reviews resubmitted application and passes judgment**
- **AEC Approval ID released**
- **Parties who have validated do not need to re-validate for conditional approvals**
- **Rest of the parties validated?**
- **Approval Letter available**
- **End of process**

**Definitions of review outcomes**
1) **Defer** – Application requires major rewriting or correction e.g. application is not clearly written, application contains major contradictions or omissions of details but is judged to be salvageable
2) **Conditional Approve** – Application requires minor rewriting or correction e.g. application lacks pertinent details or contain some contradictions which need clarification but is otherwise worthy of approval
3) **Reject** – Application includes procedures or protocols which do not meet the requirements of the Australia Code of Practice for the Care and Use of Animals for Scientific Purposes

Application remains "Pending for validation"
3. Re-submission of an already submitted application

3.1 When does the 1st CI need to re-submit?

The following are the 2 scenarios where the submitted application will be returned to the 1st CI for re-submission:

A. If the submitted application is conditionally approved by the Animal Ethics Committee who requires minor changes or clarification from the CI.
B. If the submitted application is deferred by the Animal Ethics Committee who requires major changes or information from the CI.

3.2 What will happen to the conditionally approved or deferred application?

A. The status of the application will change from “Pending Committee Approval” to “Pending Application Revision”
B. The submitted application will be sent back to the 1st CI
C. The 1st CI will be able to “edit” the application

3.3 Steps to re-submit the application

3.1.1 Log onto the Animal Ethics Online: https://www.ethicsonline.unsw.edu.au/animal_ethics/ethics_main.main

3.1.2 Go to the Existing Application section:
3.1.3 Select the required application

3.1.4 Click the **Edit** button under the Action column. The originally completed and submitted application form with the original data will be brought up.

3.1.5 Edit the previous answers as required by the Committee.

3.1.6 Go to the Check & Final Submit section as follows when finished:

3.1.7 Click the **Submit** button at the bottom of the page to re-submit the form.

Once re-submitted, the Application Status will change from “Pending Application Revision” to “Pending Committee Approval”.

The application will then go through the normal approval process.