



RESEARCH GOVERNANCE UNIT
St. Vincent's Hospital (Melbourne)
Caritas Christi Hospice
St. George's Health Service
Prague House

PROJECT TIME EXTENSIONS

Statement of Intent and Outcomes

The St Vincent's Hospital (Melbourne) Animal Ethics Committee is committed to fulfilling the governing principles of the *Australian code for the care and use of animals for scientific purposes*, 8th Edition (2013) by ensuring that all projects are designed to achieve a result within three years, to justify and maximise the benefits of animal research. After this period, each project is eligible to apply for one time extension, to assist with data analysis and finalisation of the project.

Definitions

Project: an activity or group of activities that form a discrete piece of work that aims to achieve a scientific purpose

Procedure

All project applications that the AEC deem as ethically acceptable and confirm to the requirements of the Code are granted a three year period of approval. This approval timeframe assists the institution to ensure a regular ethical review of research, and to achieve a timely result, thereby maximising the benefits of animal based research.

Prior to expiry of the three year approval period, each project is eligible to apply for one time extension, to assist with data analysis and finalisation of the project.

During the time extension period the project should not be amended, however applications to change members of research team or minor changes may be reviewed by AEC Executive on a case-by case basis. If the project remains incomplete at the end of the time extension period, researchers are required to submit a new application for full AEC review.

All project time extension applications must be submitted using the current version of the St Vincent's Hospital (Melbourne) AEC Time Extension Request form; no other formats will be accepted. Copies are not required and only the signed original application is required for submission. There no closing dates for time extension requests, they can be submitted anytime. Once the submission is received by the AEC Secretary an acknowledgement email will be sent to the Principal Investigator.

The submitted time extension form is emailed to the AEC Executive for review. The AEC Executive retains the right to reject, request clarification or additional information, or defer consideration to the full AEC as required. The Principal Investigator will be notified of the outcome in writing. A copy of correspondence must be retained on file by the Research Governance Unit. All time extensions are ratified by the AEC at the next scheduled quorate meeting.

Associated Procedures/Instructions

4.5 – Committee Executive

Reference Documents

- Australian code for the care and use of animals for scientific purposes (2013)
- Australian Code for the Responsible Conduct of Research (2018)
- Prevention of Cruelty to Animals Act (1986)
- Prevention of Cruelty to Animals Regulations (2008)

Authorized by:



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