



Australian
National
University

ARIES User Manual for Animal Ethics

Ethics Office

Research Services Division

Updated September 2020

Research Ethics Office

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CRICOS Provider No. 00120C

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Navigation in ARIES

What is ARIES?

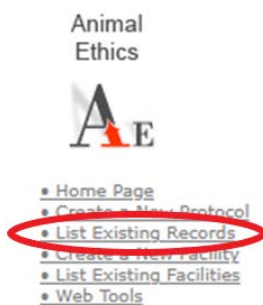
ANU Research Information Enterprise System (ARIES) is the online system used to collect and manage animal ethics applications. You can access ARIES at:

<https://aries.anu.edu.au/>.

Logging in to ARIES


All new ANU research staff will automatically be signed up for ARIES. If you are a research student or professional staff member, you will need to request an account using this form: <https://services.anu.edu.au/webform/aries-new-investigator-or-author-registration>. Please allow 48 hours for your request to be processed.

Finding your application/protocol




1. Log into ARIES at aries.anu.edu.au.
2. Click the “List Existing Records” link under Animal Ethics. Protocols from your research school will be listed. However, you can only view and edit protocols where you are listed as an investigator.
3. To find your protocol, select the “Search” button



at the top of the screen. Enter your protocol number and hit the smaller "search" button  to the right of the text field.

- a. If you don't know your protocol number, you can also search by protocol title or by an investigator's surname. If there are multiple researchers with the same surname, a list of names will be displayed;

click the “Link” button  next to your name and your protocol/s will appear in a list.

4. Once you have found your protocol, click the “pencil” button  under Action to edit.

Logging out

When you are not using ARIES, please ensure you log out of ARIES by clicking “Logout” at the top right hand corner of the screen. This is important to maintain confidentiality and security.

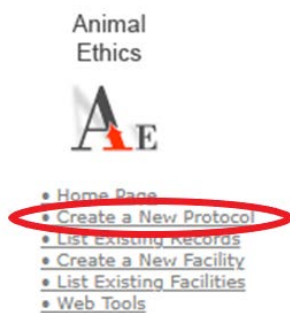
Help


For technical assistance, please contact: rsd.ithelp@anu.edu.au.

For information on the ethics application process, see links to our website, training and contact details available at the end of this manual, on the [Links page](#).

Creating a new Animal Ethics application

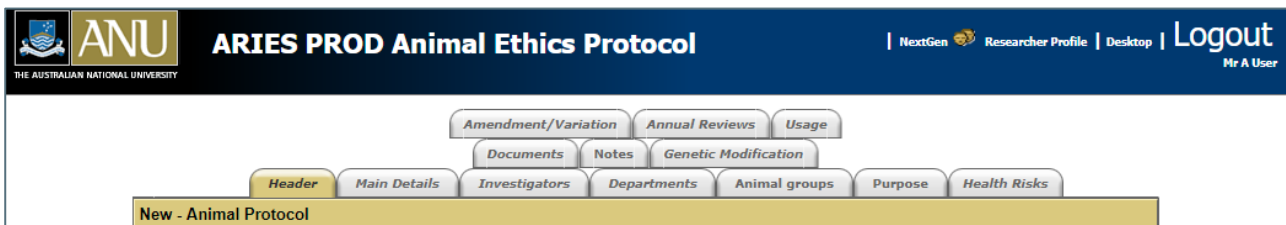
Create a New Application



1. Log into ARIES: aries.anu.edu.au
2. Click the “Create a New Protocol” link under Animal Ethics.
 - a. Alternately, click “List Existing Records”, and then the “Create” button  at the top of the screen.

The Tabs

Once you have clicked “Create”, you will be taken to a new application. You can navigate through the sections in the application using these tabs at the top of the screen:



Warning!

- When creating a new application, you **MUST** fill in the **Header** and **Investigator** tabs in your application before saving and exiting ARIES. If you exit before both the Header and Investigator tabs are completed, you will not be able to access your application when you log in again.
- When you are done with these tabs, you can navigate through your ARIES form by clicking through each tab on the top of the page.
- The tabs you need to complete are the: **Header, Investigators, Main Details, Department, Animal Groups, Purpose** and **Health Risks** tabs.
- The **Notes** and **Genetic Modification** tabs are no longer in use; please leave blank.

- The **Amendment/Variation**, **Annual Review** and **Usage** tabs are for Office Use *after* your application has been approved. Please see [Managing your Protocol](#).
- As a general rule, **always** click on the save button at the top of each screen before moving to a different tab.
- If you need to copy text from a prior protocol, you can open ARIES in **two separate browsers** (e.g., Firefox and Chrome). Opening ARIES multiple times on the same browser may lead to incorrect merging of material.

Header tab

This tab contains summary information about the program.

The screenshot shows the 'New - Animal Protocol' form. At the top, there are several tabs: 'Amendment/Variation', 'Annual Reviews', 'Usage', 'Documents', 'Notes', 'Genetic Modification', 'Header' (highlighted in yellow), 'Main Details', 'Investigators', 'Departments', 'Animal groups', 'Purpose', and 'Health Risks'. Below the tabs, there are three buttons: 'Cancel', 'Save' (with a floppy disk icon), and 'Submit'. The form fields are as follows:




- Created by:
- Protocol ID: New
- Date entered*: 17/08/2020
- Ethics number:
- Ethics category*: Animal
- Ethics sub-category*:
- Ethics program type: Not selected
- Requested start date*:
- Requested end date*:
- Protocol title*:
- Research discipline:
- Protocol status: Draft
- Protocol submitted date:

- Ethics number – leave blank. The number is assigned by the AEEC secretary.
- Sub-category – select either Biomedical or Wildlife from the dropdown list.
- Program type – select either Teaching or Research from the dropdown list.
- Start date and End date – your intended dates for the research program.
- Title – free text, maximum of 700 characters. This must be a title that describes your project, and *not* a generic title such as “My PhD Project”.
- Research Discipline – select from the dropdown list.



Investigators tab

| Internal | | | |
|----------|------|------------|--------|
| + Add | | | |
| Name | Role | Department | Action |

| External | | | |
|----------|---------|-------------|--------|
| + Add | | | |
| Name | Country | Institution | Action |

Select the  button and enter the surname of the investigator to be added, and then select . From the list of matching surnames, click  to add the required investigator. When you click to add the required investigator, ARIES will ask you if you would like to add the investigator's department. Click Yes.

You will be taken to this screen:

| Amend - Internal Investigator | |
|---|---|
|  |  |
| Investigator name: | <input type="text"/> |
| Role on protocol*: | <input type="text"/> |
| Home phone number*: | <input type="text"/> |
| Experience/Expertise*: | <input type="text"/> |

- Role on protocol – Select from dropdown list. Please note that the primary investigator must be an Internal (i.e., ANU) researcher.
- Home Phone number – a phone number to contact investigators in case of an emergency.
- Expertise – maximum of 700 characters. Must show the Committee that the researchers on the protocol are adequately trained for the project. If information is not readily available, enter “TBA”. You can return later and edit this section to add more information. Make sure you do come back and fill them in, as protocols **cannot be approved** if these fields are incomplete.

Repeat for all investigators and nominees.

Main Details tab

This is where you will describe your project to the committee. This tab also includes questions on your objectives and hypothesis, duration of the project, and why you intend to publish. When describing your research, make sure to write for a **lay audience** as not all committee members will be familiar with your research field and some do not have a research background.

Your study should be designed to cause as little suffering as possible for the smallest number of animals necessary to obtain usable results, and you will need to explain the ethical considerations you have made in your project design to achieve this.

- Justify the use of animals for this study, taking care that you do not use too many animals (which would be counter to [the 3Rs](#)) or too few animals (which would result in statistically uninformative results).
- Explain the originality and necessity of the research: if you are unnecessarily or unintentionally duplicating an existing study, you are causing needless suffering to the animals without gaining new knowledge.
- Show that you have carefully considered all non-animal alternatives for this research and explain why these non-animal alternatives cannot be used or why the use of animals is necessary.

There is also a section for general comments. You can enter a maximum of 5000 characters into each text box.

Department tab

This is the primary Faculty, School or Centre and Department involved in administering the research program. This would have filled in automatically when you completed the Investigators tab. You do not have to add any further information.

Animal Groups tab


This is for information about each animal type, species, and the proposed number of animals you wish to use. In the text box, explain the basis for the proposed number of animals. You must demonstrate that the project has been designed so that statistically valid results can be obtained, or the educational objectives achieved, using the minimum necessary number of animals. Consider consulting a statistician from the ANU Statistical Consulting Unit.


Animal Groups

Add information about each group of animals: the species, strain, group start and end date, number of requested animals, location of animals, procedure, substances, anaesthetics, neuromuscular blocking agents, supervision and post experimental fate.

- Species – select from the dropdown list
- Strain – free text, maximum 100 characters
- Number requested – for this species/strain/procedure/drugs only
- Number approved – leave this blank
- Is the species rare or endangered – select from the dropdown list
- Location – free text, maximum 5000 characters

- State – you can select multiple states. If research is conducted outside Australia, leave blank and provide information on country in the Location text box.
- Procedures – for this group of animals only. Free text, maximum of 5000 characters
- Substances – list all substances given to this group (you can add multiple substances)
- Anaesthetics - list all anaesthetics given to this group (you can add multiple anaesthetics)
- Neuromuscular blocking agents – list all agents given to this group (you can add multiple agents)
- Supervision of animals during experimentation – free text fields. You can enter up to 5000 characters into each text box.

Click "Save"  at the top of the screen when you are finished with this group.

Repeat for each animal group. You can copy groups by clicking the copy icon . Enter a new name for the new group, save it, and then edit this group by clicking the "edit" pencil



. Alternately you can start a new group by clicking "Add"



Purpose

Select the classification and purpose of the program from the list provided.

Health Risks

Describe any risks to other animals or staff, and the procedures in place to minimise these.

Documents Tab

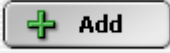
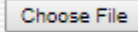

Description

Use this tab to attach relevant documents to an application/protocol. This may include:

- relevant licences or permits
- monitoring score sheets, standard operating procedures

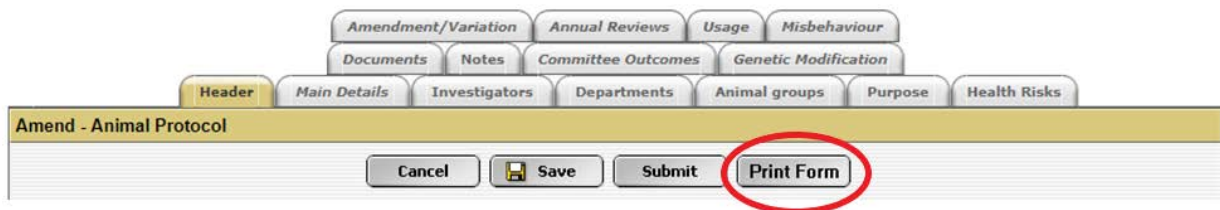
The ANU Veterinarians and Research Ethics Team, in consultation with the AEEC, have developed a range of new [standards, guidelines and templates](#) to assist those undertaking animal based research. The new documents aim to provide clear guidance to the expectations and standards of care for the ANU. The documents have been approved by the AEEC and can be referenced (title, number and version) in applications where there is no deviation from the published version. If deviation from the approved guidelines and standards are required, this should be clearly stipulated and well detailed in the application to the AEEC.


How to upload documents

Click the "Add"  button in the Documents tab. Browse your device for the appropriate document by clicking "Choose file" . In the Document description section, give your file a recognisable name such as "SOP for parrot tracking", "Application signature page", so that the documents library is easy to navigate. Make sure you click "Upload"  to upload. Repeat for all relevant documents.

Download a copy of your application

Download a copy of your application *before* you submit your application.



Go to the Header page and click "Print Form". Select the magnifying glass icon  and click on "(1) Click this link to open your external document". A PDF will appear which you can print and/or save. To return to the previous screen, close the pdf window and select "(2) Click this link to return to your Ethics PDF's", then select "Continue" to return to the Header tab.

- You can share this document to get feedback about your application (e.g., by making an appointment with the ANU veterinarian, or from your peers).
- Read over this document version to double-check there are no mistakes before submitting your protocol in ARIES. If you find an error after submitting, you won't be able to fix it in ARIES.
- Once you have finalised your application, make sure you export the most recent version of your application.
 - **The final version must be read and signed by all research personnel on the protocol.** The signature acknowledges that the investigators have read and will comply with the Animal Welfare legislation and [the Code](#). Electronic signatures, either via [DocuSign](#) or Adobe Acrobat e-signature, are accepted. First time applicants must also provide a head and shoulder photo with the signature pages.

Before You Submit: checklist

1. If you are a student, has your supervisor read and approved your application?
2. Have you added a **nominee** to your application?
 - The nominee must hold a current position at ANU and know the project details well. They will be contacted if you are unavailable. The exception is if you are an undergraduate student, then your supervisor must be the Primary Investigator and you must be noted as the Nominee.
3. Have you answered all tabs and all questions?
 - Header, investigators, main details, department, animal groups, purpose and health risks tabs must be answered.
 - Sometimes additional questions may appear depending on how you have answered the questions in ARIES.
4. Have you have included all changes (e.g., from a veterinary review, feedback from supervisors) in your application?
5. Have you attached all documents in the Documents tab?
 - These may include: monitoring score sheets, SOPs, licences or permits, AEEC standards/guidelines/templates, etc.
 - Ensure the supporting documents are clearly labelled at the top of the document (i.e. have headings, version number, date created) and in the file name.
6. Have you have downloaded a copy of your final application?

Submit the application in ARIES

If you have answered “yes” to all the questions in the checklist, you are ready to submit your application. Submit your application in ARIES by clicking “submit” in the Header tab. Only click on the submit button once.

What happens next?

Clicking “submit” in ARIES is not the end of the application process.

When you click “submit”, this begins the formal review process with the Animal Experimentation Ethics Committee. The formal review process involves a series of milestones (see the Submission Process Flowchart available [on our website](#)) that you must meet for your application to be considered at the next meeting date. The Ethics Office and Committee will communicate back and forth with you over email.

Managing Your Protocol – changes and reporting

You must manage your protocol during your research project by informing the Ethics Office and the Committee of changes (amendments) to your project and of unexpected adverse events (UAE). There are also regular reporting requirements you must meet during and at the end of your project. Animal ethics protocols expire three years after approval, and may be extended by up to three months.

Information on managing your protocol is available [on our website](#) and also linked below.

Links

ARIES

- <https://aries.anu.edu.au/>
- Request an account (only for new students or professional staff):
<https://services.anu.edu.au/webform/aries-new-investigator-or-author-registration>

Application Process

- Overview of application process <https://services.anu.edu.au/research-support/ethics-integrity/new-animal-ethics-applications/animal-ethics-application-process>
- Submission Dates: <https://services.anu.edu.au/research-support/ethics-integrity/animal-ethics-submission-dates>
- New applications: <https://services.anu.edu.au/research-support/ethics-integrity/new-animal-ethics-applications>
- AEEC Documents: <https://services.anu.edu.au/research-support/ethics-integrity/animal-ethics-policies-procedures-and-guidelines>
- Managing your protocol: <https://services.anu.edu.au/research-support/ethics-integrity/managing-your-protocol>

ANU Ethics Office Support

- ANU Ethics Contacts: <https://services.anu.edu.au/business-units/research-services-division/research-ethics-team>
- ANU Vet Services: <https://services.anu.edu.au/research-support/ethics-integrity/anu-veterinary-services>
- Drop-in Session: <https://services.anu.edu.au/news-events/research-ethics-drop-in-sessions>
- Animal Ethics Training: <https://services.anu.edu.au/training/animal-ethics-training>