



Necessary documents for Ethical Approval

The following documents need to be prepared for the ethical approval. These have been available in the following document for sample purposes.

1. **Cover Letter to the Member Secretary of the Animal Experimentation Ethics Committee (AEEC) (Attachment 1)**
 - Must be recommended and forwarded by the Head of the Department.
2. **Completed pro forma of the ethical approval (need to be signed by all authors/investigators/researchers) (Attachment 2)**
 - Must be recommended and forwarded by the Head of the Department
3. **Application form must be submitted with a copy of the research proposal*** (Attachment 3)**

***Arrange the documents in the order as given above, after ensuring all signatory requirements have been fulfilled.

***After the ethics committee meeting, the applicant will get the decision letter/approval certificate signed by the chairman or member-secretary of the ethics committee.

This letter will have an ethical approval number (AEEC/KAU/Yr-No). (Example: AEEC/KAU/2023-1001)

*** This ethical committee has the power to certify research approval related to public health/animal welfare/ environmental and chemicals issues/ one health/epidemiological concept.

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Attachment: 1

Format of Cover letter

Date:

To

Member Secretary

Animal Experimentation Ethics Committee (AEEC)

Khulna Agricultural University, Khulna-9202

Subject: **Application for the ethical approval of the ongoing project/research/study**

Dear respected Sir,

With due respect, I am, Department of, Khulna Agricultural University would like to submit the following project/research/study for ethical clearance "....." funded by The research work will be carried out in the laboratory of Khulna Agricultural University as per animal welfare guidelines.

Therefore, I request you to consider the research project for review by the ethical committee and grant me ethical clearance. Kindly find attached the required documents regarding the project.

Yours Sincerely,

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Attachment: 2

Complete pro forma

The form must be filled out by the Principal Investigator (PI) for submission to the KAU-AEEC

Project/research/study title:

| | Name, Designation, Address | Email | Signature |
|---------------------|----------------------------|-------|-----------|
| PI/Main author | | | |
| Co-PI/Co-author (1) | | | |
| Co-PI/Co-author (2) | | | |

Information regarding the proposed proposal: (obligatory)

1. Type of study:
2. Status of study: New/Revised
3. Sources of animals:
4. Species of animals proposed to use:
5. Number of each species to be used:
6. List of persons who will assist with the experimentation:
7. Estimated duration of the protocol: Start date: End date:
8. Use of biological hazardous materials. (If yes, please mention it details)
9. Will any samples need to be collected from abroad? (If yes, please mention it details)
10. Does the study involve any kind of Drug/Vaccine/Device/Herbal Remedies/Others?

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11. Estimated budget of the project/research/study:

Attachment -3

Format for submitting a research proposal for ethical approval

1. Project Title:
2. Name of the PI/Main author:
3. Name of the Co-PI/Co-author (1):
4. Name of the Co-PI/Co-author (2):
5. Introduction/Background: (In brief)
6. Objectives:
7. Methodology: (Describe the design of the study and methodology in sufficient detail to enable assessment of how they will contribute towards the achievement of the stated objectives and to permit proper appraisal of the budget. A plan for data analysis should be included if relevant and important)
8. Limitations: (Think very carefully, if yes specify this).
9. Source of Funding:
10. References: (If necessary)

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Investigator's declaration

1. I have determined that the research proposal herein is not unnecessarily duplicative of previously reported research.
2. I certify that I am qualified and have experience in the experimentation of animals.
3. I will obtain approval from the KAU-AEEC before initiating any significant changes in this study.
4. I confirmed that the Co-PI and other members of the study team have been informed about their obligations
5. I confirm that I will personally supervise the study
6. I will maintain an accurate and complete record of all cases
7. I certify that I will not initiate the study unless getting approval from KAU-AEEC. Further, I certify that I will follow any kind of recommendations of KAU-AEEC.
8. I will maintain the confidentiality of the identity of all participating subjects and assure the security and confidentiality of study data.

| |
|-------------------------------------|
| Signature: |
| Name of the Principal Investigator: |
| Date: |

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