Animal Ethics Complaints Flowchart

Complaint concerns Animal Research at RMIT
- Make complaint to Ethics Secretary
  - Ethics Secretary or Research Office will respond
    - The RMIT Committee is the ultimate decision making authority regarding the ethical acceptability of an activity.
      - Resolved

Complaint concerns the Ethics Committee
- Make complaint to Ethics Secretary or Research Governance
  - Research Office and Committee notified
    - Complaint concerns an ethical decision made by the Ethics Committee
      - Ethics Committee responds
        - Ethics Committee sets up a Subcommittee
          - Subcommittee investigates and provides a report and recommendations to Ethics Committee and Research Office
            - Resolved

Complaint concerns the care and use of animals at an RMIT facility
- Make complaint to Ethics Secretary*
  - Ethics Secretary notifies the Research Office, AWO and AEC Chairperson**. The Research Office does one of the following:
    - Complaint raises the possibility of research misconduct, or a breach that is not related to ethics approval.
      - Refer the complaint to the Designated Person
    - Complaint alleges misconduct that is not research related
      - Refer it to the appropriate institutional process.
    - Complaint relates to activities that would normally require Ethics Committee approval.
      - Refer the complaint to the Ethics Committee
        - RMIT Committee investigate in accordance with the Animal Code.
      - Dismiss the complaint and provide reasons for the dismissal.

*Where complaints relate to activities that have the potential to adversely affect animal wellbeing, the institution will ensure that researchers cease activities and the AEC may suspend or withdraw approval.
**The Research Office will update the complainant and other relevant parties, including the Department, as appropriate and in a timely manner.