The term **workflow** is used to describe the tasks, procedural steps, and people involved in a business process. The Animal Online Coversheet uses an automated workflow to ensure each step of the business process is completed and to track an application.

There are several types of animal ethics applications to request both approval and exemptions, each with a different workflow.

For information on the ‘types’ of animal ethics applications see the [Office of Research Ethics and Integrity website](http://www.orei.qut.edu.au/animal/applying.jsp)

**Workflow for applications to the University Animal Ethics Committee (UAEC)**

The QUT Project Supervisor may start the process.

QUT animal facilities involved in the process include:

- Medical Engineering Research Facility (MERF)
- Institute of Health and Biomedical Innovation (IHBI)
- Samford Ecological Research Facility (SERF)
- Banyo Aquaculture Facility (Banyo)
- Q Block Gardens Point Campus

Please turn the page
Workflow for animal ‘tissue use’ applications

Workflow for animal ‘outside scope’ applications

Workflow for animal ‘administrative review’ applications

Please turn the page
If any changes are requested during the workflow, who does the coversheet go to?

Answer: it will return to the person who created the coversheet

If the Creator ≠ QUT Project Supervisor (i.e. Creator is a student or Research Assistant)

- The coversheet returns to the Creator (e.g. Student or Research Assistant) and a notification email is sent to the Project Supervisor
- The Project Supervisor can view the feedback and talk to the Creator about how to best address the requested changes
- See Responding to feedback – Animal Ethics Online Coversheet for technical guidance on how to resubmit your application

If the Creator = QUT Project Supervisor

- The coversheet returns to the Project Supervisor to make the requested changes
- See Responding to feedback – Human Research Ethics Online Coversheet for technical guidance on how to resubmit your application