The Australian Code for the Care and Use of Animals for Scientific Purposes, 8th ed. 2013 require that before commencing a project, or an amendment to an approved project, investigators must:

(i) Submit an application to the AEC

(ii) Obtain written approval from the AEC (Clause 2.4.10).

Investigators must not deviate from the approved application without written approval from the AEC. This form must be completed each time there is ANY change to the original approved application.

A minoramendment would be a change that, in comparison to what has already been approved, has a minor or positive impact on animal welfare and the anticipated scientific or educational value and the likelihood of meeting the project’s objectives. Examples of minor amendments include, but are not limited to:

* additional animals (must be less than 10% of the originally approved number)
* change in the location where research will be carried out
* change in technique/procedure where impact on animal welfare is minimal or improved

Submission of a new project application should be considered if major changes to an approved project that significantly deviates from the original hypothesis or animal numbers are required. Contact the Executive Officer, AS-AEC for advice.

Once completed, submit this form to the AS-AEC Executive Officer by email to aec@synchrotron.org.au.

***Please complete all fields***

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| **AS-AEC #** |  |

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| **Project Title:**  |
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| **Principal Investigator:** |  |
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| **Have there been any previous amendments?** | [ ]  Yes [ ]  No |
| **If Yes, please describe:** |
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| **Provide a brief progress report on the project to date:** |
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| **Detail the needs or purpose of this request for amendment:** |
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| **Provide a brief description of changes to the original procedures (changes to dosage, length of treatment, change of personnel etc)** |
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| **Current animal use:** |
| **Species** | **# approved** | **# used to date** |
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| **Is there any change in species or the total number of animals used?** | [ ]  Yes [ ]  No |
| **If Yes, please describe:** |
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| **Describe the impact on the animals of the proposed changes, and how that impact will be minimised:** |
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| **Provide justification for the requested changes:** |
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| **Changes to personnel involved in the project:**Investigators have personal responsibility for the welfare of animals they use and must act in accordance with all requirements of the Australian Code for the Care and Use of Animals for Scientific Purposes 8th ed. 2013, The Prevention of Cruelty to Animals Act 1986 and the Prevention of Cruelty to Animals Regulations 2008 and the Animal Ethics Committee. This responsibility begins when an animal is allocated to the approved project and ends with the specified fate of the animal at the completion of the project.The AEC must be assured that all personnel working on live animals in this project are appropriately experienced or will be adequately trained and supervised in the techniques described. A global statement of experience with animal-related techniques (e.g. 10 years’ experience) is not sufficient.  |

**Project Supervisor (primary investigator)**

|  |  |
| --- | --- |
| **Name** (title, given name, surname) |   |
| **Qualifications** |  |
| **Department/Organisation** |  |
| **Position** |  |
| **Telephone** (direct) |  |
| **Email** |  |
| **Will you carry our techniques/procedures on live animals?** If yes, please complete expertise details below. | [ ]  Yes [ ]  No |
| For each species and technique, describe the level of expertise and number of years’ experience you possess. If no experience, please complete the arrangements for training in the section below. |
| **Species** | **Technique/procedure** | **Level of expertise**(approx # of times you have performed the procedure in this species) |
|  |  |  |
| For each species and technique, nominate the person who will provide training and describe their level of expertise. |
| **Species** | **Technique/procedure** | **Level of expertise**(approx # of times you have performed the procedure in this species) |
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| **Trainer(s) declaration:** I/We have the relevant expertise and I/we accept responsibility to train and supervise the above person until I/we consider them to be competent in the necessary procedures:Trainer(s) Signature: Date: |

**Other Investigators**

|  |  |
| --- | --- |
| **Name** (title, given name, surname) |   |
| **Qualifications** |  |
| **Department/Organisation** |  |
| **Position** |  |
| **Telephone** (direct) |  |
| **Email** |  |
| **Will you carry our techniques/procedures on live animals?** If yes, please complete expertise details below. | [ ]  Yes [ ]  No |
| For each species and technique, describe the level of expertise and number of years’ experience you possess. If no experience, please complete the arrangements for training in the section below. |
| **Species** | **Technique/procedure** | **Level of expertise**(approx # of times you have performed the procedure in this species) |
|  |  |  |
| For each species and technique, nominate the person who will provide training and describe their level of expertise. |
| **Species** | **Technique/procedure** | **Level of expertise**(approx # of times you have performed the procedure in this species) |
|  |  |  |
| **Trainer(s) declaration:** I/We have the relevant expertise and I/we accept responsibility to train and supervise the above person until I/we consider them to be competent in the necessary procedures:Trainer(s) Signature: Date: |

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| --- | --- |
| **Name** (title, given name, surname) |   |
| **Qualifications** |  |
| **Department/Organisation** |  |
| **Position** |  |
| **Telephone** (direct) |  |
| **Email** |  |
| **Will you carry our techniques/procedures on live animals?** If yes, please complete expertise details below. | [ ]  Yes [ ]  No |
| For each species and technique, describe the level of expertise and number of years’ experience you possess. If no experience, please complete the arrangements for training in the section below. |
| **Species** | **Technique/procedure** | **Level of expertise**(approx # of times you have performed the procedure in this species) |
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| For each species and technique, nominate the person who will provide training and describe their level of expertise. |
| **Species** | **Technique/procedure** | **Level of expertise**(approx # of times you have performed the procedure in this species) |
|  |  |  |
| **Trainer(s) declaration:** I/We have the relevant expertise and I/we accept responsibility to train and supervise the above person until I/we consider them to be competent in the necessary procedures:Trainer(s) Signature: Date: |

**Add additional investigator details as required. Requests to amend an approved project will only be considered once details for all investigators are completed.**

**Chief Investigator Declaration:**

**I hereby declare that:**

* The use of animals in this project will comply with the *Australian Code for the Care and Use of Animals for Scientific Purposes 8th ed. 2013*, the *Prevention of Cruelty to Animals Act 1986* and the *Prevention of Cruelty to Animals* *Regulations* *2008*.
* I accept responsibility for the conduct of all procedures detailed in this application and for the supervision of all personnel delegated to perform any such procedures.
* I confirm that all personnel listed on this project have been made aware of their role and responsibilities and have been given copies of all necessary documentation.
* Each person engaged in this project has been adequately instructed in, and is competent to perform, procedures they are to carry out. If they are not already skilled in the procedures, I will be responsible for ensuring that they obtain the necessary training, so that each procedure on an animal will be carried out in the most appropriate manner.

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| **Name** | **Signature** | **Date** |
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**Other Investigator Declaration:**

**I hereby declare that:**

* The use of animals in this project will comply with the *Australian Code for the Care and Use of Animals for Scientific Purposes*, *8th edition, 2013*, the *Prevention of Cruelty to Animals Act 1986* and the *Prevention of Cruelty to Animals* *Regulations* *2008* and accept the responsibilities detailed therein to the extent of my involvement with this project.

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| **Name** | **Signature** | **Date** |
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