**VICTORIA UNIVERSITY ANIMAL ETHICS COMMITTEE**

|  |
| --- |
| **REQUEST FOR MINOR AMENDMENT TO AN APPROVED PROJECT** |

|  |
| --- |
| **Important information for all applicants** |
| Please note that if you wish to apply for an extension of time or change the name of the Chief Investigator or add/delete a Co-investigator please use the appropriate form.This form is to be lodged for **amendments** to the procedures involving animals or changes in the experimental design. Please be advised that applicants must:1. Complete all questions on this form.
2. Give a clear concise rationale for the amendment.
3. Forward to the AEC (aeec@vu.edu.au), a signed hard copy and an electronic copy of their Request for Amendment to the Procedures Involving Animals to an Approved Project
4. Forward to the AEC (aeec@vu.edu.au), an electronic copy of their Approved Project with the requested changes highlighted using track changes.
5. Be aware that if the requested amendment is considered by the AEC to be not in line with the original aims of the project, the applicant will be required to lodge a new ethics application.
6. Be aware that delays may occur if the above instructions are not followed (e.g. request not signed, not clearly written or submitted after the relevant AEC submission dates: <http://research.vu.edu.au/aeec.php>).
7. A minor amendment may be reviewed by an executive of the AEC out of session, examples of a minor amendment are minor changes to protocol or procedures with no or less animal welfare impact, minor changes to number or strain of animal with no impact to animal welfare.
8. All other amendments must be reviewed at a quorate AEC meeting. If any of the amendments requested on this form are considered not of a minor nature all amendments will be considered by the full AEC meeting. If any minor amendments required are of an urgent nature or you believe there are animal welfare improvements as a result of this amendment you must notify by email (aeec@vu.edu.au) of the urgent nature of this request.
9. If there are a significant number of applications to modify an application over time the AEC may decide that it is too difficult to understand the impact of the research or teaching activities on the animal(s) and will require a resubmission of a new application, and the application to modify the project will be denied.

**YOU ARE REMINDED THAT THE AMENDMENT CANNOT OCCUR WITHOUT FORMAL WRITTEN APPROVAL FROM THE ANIMAL ETHICS COMMITTEE.** |

|  |
| --- |
| **Forwarding Details** |
| All hard copy applications to be delivered to:**The Victoria University** **Animal Ethics Committee**Research ServicesVictoria UniversityPO Box 14428 Melbourne VIC 8001**Or** deliver in person to:Research Strategy, Policy and InfrastructureResearch ServicesBuilding C, Room C302 Footscray Park campus. | Electronic applications are to be forwarded to **The Victoria University** **Animal Ethics Committee:**E-mail: aeec@vu.edu.au |

|  |
| --- |
| **SECTION 1 - ADMINISTRATION**  |

|  |
| --- |
| * 1. **Project Title**
 |
|  |

|  |
| --- |
| * 1. **AEC Number**
 |
|  |

|  |
| --- |
| **1.3 Chief Investigator**  |
| Name (Title, given name, family name) |  |

|  |
| --- |
| * 1. **Date of request**
 |
|  |

|  |
| --- |
| **1.5 Information relating to the progress of the project** |
| (Please answer Yes or No to the following questions. If yes, please give the date(s) of the AEC memo giving approval for the changes).  |
| Were there any: if more than one list  |  | Date approved |
| Previous requests for amendments? – you must provide dot points of requested and approved amendments here. |  **[ ]** Yes **[ ]** No |  |
| Requests for an extension of time?- you must specify the amount time the project was approved to be extended. |  **[ ]** Yes **[ ]** No |  |
| Requests to change the Chief Investigator?- names |  **[ ]** Yes **[ ]** No |  |
| Requests to add or delete Co-Investigators? – names  |  **[ ]** Yes **[ ]** No |  |
| Adverse incident reports? – dates and a brief summary of each event |  **[ ]** Yes **[ ]** No |  |

|  |
| --- |
| **1.5 Unapproved deviations from protocol** |
| Were there any deviations from the approved ethics protocol that have not been approved by the AEC? (If yes, please give details).  |  **[ ]** Yes **[ ]** No |

|  |  |
| --- | --- |
| **1.6 Animal use - How many animals have been used to date?** | **Number** |
|  Species/ strain  |  |

|  |
| --- |
| **1.7 Interim project report**  |
| (Please give a brief report using plain English). |

|  |
| --- |
| **SECTION 2 – AMENDMENT REQUIRED AND JUSTIFICATION** |
| **2.1 Type of amendment requested** **Amendments that are not consistent with the aims of the original application will not be accepted – in this circumstance a new application must be made to the AEC** |
| Provide a brief dot point summary of the required amendment(s). These dot points will be used in the approval memo sent when approval has been given by the AEC and must be used when completing any subsequent modification applications to enable the AEC to understand the historical changes made to the originally approved application. |
| 1. Modification of target species/strain requested?
 |  **[ ]**  |
| Detail the justification for this change and any welfare impact. |
| 1. Modification of the number of animals requested?

(If yes, please ensure all changes to relevant sections are highlighted using track changes to Section 1.4 and 3.3 of your Approved Project. |  **[ ]**  |
| Detail the justification for this change. Including any further statistical analysis required |
| 1. Modification of animal housing requested?

. |  **[ ]**  |
| Detail the justification for this change and any welfare impact |
| 1. Modification of experimental design protocol or procedure requested?
 |  **[ ]**  |
| * Detail the justification for this change and any welfare impact: if there is a change to the impact on the animal the table in section 2.4 must be pasted into this section and completed.
* Any additional SOPs added to this application must be listed
* If additional procedures are to be conducted on animals the time lines provided in the original application must be updated and included in this section
 |  |
| 1. Modification of fate of animal requested?
 |  **[ ]**  |
| Detail the justification for this change and any welfare impact. |

|  |
| --- |
| **SECTION 3 – CHIEF INVESTIGATOR DECLARATION** |

|  |
| --- |
| I hereby declare that:1. I have read Part III of the *Prevention of Cruelty to Animals Act 1986* (the *Act*), the Regulations 1997 and the current version of the *Australian Code for the Care and Use of Animals for Scientific Purposes* (the *Code*), and accept the responsibilities detailed therein.
2. I accept responsibility for the conduct of all experimental procedures detailed in this application, in accordance with requirements of the *Act*, Regulations, the *Code*,the Animal Ethics Committee.
3. I have listed each person engaged in this project and consider that they have the qualifications, experience and training appropriate for their role in the project; and that they are competent to perform procedures described to the extent of their role. If any person is not already skilled in the procedures, I will ensure that they obtain all necessary training in advance of performing any procedure independently. All personnel have been made aware of their role and responsibilities in this project and the details of this minor amendment, and have been given copies of all necessary documentation.
4. I will provide Annual and Final reports to the AEC by the due date.
5. I understand and agree that research documents, animal records and data may be subject to inspection by the AEC and the DEPI for auditing and monitoring purposes.
6. The Animal Facility Manager has been made aware of requirements for this application.
7. I confirm that any AEC approved SOPs or Guidelines cited in this application will be complied with fully, unless specifically stated within this application.
8. I understand VU AEC Training is compulsory for all investigators prior to commencing working with animals. I have indicated below the date I attended a face to face training session or completed the online assessment. (If you have not undertaken training please contact aeec@vu.edu.au to arrange for access to the online training and assessment).
9. I am aware of the requirement to keep accurate detailed records as per the VU AEC record keeping Guideline G007 (2020).
 |
| **Chief Investigator Name:** |       |
| **Chief Investigator Signature:** |  |
| **Date:** |       |

**Please Note: The Chief Investigator must be an original signature. The onus is on the Chief Investigator or Course/Unit Coordinator to ensure that all Co Investigators or Teachers have read the application or revised application.**