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**JAMES COOK UNIVERSITY**

**ANIMAL ETHICS COMMITTEE**

**APPLICATION FOR A PROTOCOL AMENDMENT**

***Please email an electronic copy of the application form and proposed animal usage to:*** [**ethics@jcu.edu.au**](mailto:ethics@jcu.edu.au)

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| --- | --- | --- |
| *Animal Welfare Unit, Biosecurity Qld*  *DAF, Scientific Registration Number: 0013*  *Registered User: James Cook University* | ANIMAL ETHICS NUMBER | A |
| Instructions:   * In Q5 List using numbers, each of your proposed changes using a few words eg 3 year time extension, add staff, change to procedure-muscle biopsy etc * In Q6 Outline what was originally approved but only those related to the amendments listed in Q5. * In Q7 Describe each of the proposed amendments using the same numbering references as in Q4. * In Q8 Justify why you need to make each amendment to your project. * In Q9 and 10 Outline whether the amendments may change the impact the project will have on the animals: will they increase the impact, decrease it or no change. If it changes the impact explain how and if it increases the impact, provide details in Q10 about how this impact could be managed eg pain relief, increased monitoring etc * If you are adding personnel or changing the role of personnel, complete Q1-5 and the table in Q12. * If you need URGENT APPROVAL BEFORE THE NEXT AEC MEETING and your amendments are minor (minimal change in impact on the animals, minor changes to procedures, small increases (<2.5%) in animal numbers etc,) and where there has not been repeated previous amendments. Answer Yes in Q12 and provide a reason for this urgency. * All information the AEC requires to review and approve your amendment request must be contained in this document. Do not reference previous applications or papers, unless these have been summarised in this document. | | |

**ADMINISTRATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Title of project** |  | |
| **2** | **Principal Investigator** |  | |
| **3** | **Phone contact** (in case there are questions at or before the AEC meeting and we need to get in touch) | |  |
| **3** | **Contact No. and Email**  (for pre-meeting questions) | @ | |
| **4** | **Division/School/Organisation** |  | |
| **5** | **Briefly list each proposed change** |  | |

**DETAILS OF THE PROPOSED AMENDMENTS**

|  |  |
| --- | --- |
| **6** | **Briefly outline details of what was originally approved but only those that relate to the points being amended** |
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| **7** | **Describe each proposed amendment in detail** |
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| --- | --- |
| **8** | **Why is/are this/these amendment(s) necessary?**  Justify to the AEC why it is necessary to make each amendment |
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| --- | --- |
| **9** | **Describe any change in impact on the animals that will result** |
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|  |  |
| --- | --- |
| **10** | **How will any increase in impact be managed?** |
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| --- | --- |
| **11** | **Replacement, Reduction, Refinement**  **Do any of these amendments address the 3Rs? If so explain how** |
|  |

**PERSONNEL CHANGES (Please sign declarations at the end of the application)**

If more than one person, copy and paste in extra tables

**Please note that as of 2023 all investigators listed on this application form must have completed the** [**ANZCCART ComPass Mandatory Core Training**](https://anzccart.adelaide.edu.au/compass#phase-1-core-mandated-training-for-aec-members-and-animal-users) **modules and supplied the completion certificate to** [**ethics@jcu.edu.au**](mailto:ethics@jcu.edu.au)**. Please see the** [**AEC’s training webpage**](https://www.jcu.edu.au/jcu-connect/ethics-and-integrity/animal-ethics/aec_training) **for more information.**

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| --- | --- |
| **12** | **Addition of Personnel or Change in Role of Personnel** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3** | **Title first and last names** |  | | | | |
| **Qualifications** |  | | | | |
| **Phone** |  | | **Mobile** | |  |
| **Email** |  | | | | |
| **Discipline, school or organisation** |  | | | | |
| **What is your relationship to JCU? 1** |  | | | | |
| **JC Number (if applicable)** |  | | | | |
| **Does this project contribute to a higher degree by research?**  If ‘Yes’ provide details of your supervisor and have your supervisor sign the declaration below. | | No | Yes | If ‘Yes’, which degree (PhD, MSc etc) | |
|  | |
| **Mandatory AEC Training Completed**  Supply evidence to [ethics@jcu.edu.au](mailto:ethics@jcu.edu.au) | | No | Yes |  | |
| **Role**  What will be your role in the project? | | | | | |
|  | | | | | |
| **Experience**  Outline your experience in the role/experience/species used or outline how you will be trained and supervised until competent. | | | | | |
|  | | | | | |

**13 URGENT APPROVAL BEFORE THE NEXT AEC MEETING**

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| --- | --- | --- |
| Do you require **urgent** approval of these amendments **before the next AEC meeting?** | Yes | No |
| If “yes’ what is the reason for this urgency? | | |

**14 Signatures**

The Principle Investigator must sign the declaration below. However, if the PI is a student, their Supervisor needs to sign.

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Investigator** | Name | Signature | Date |
| **Supervisor \*** | Name | Signature | Date |

**\* If the Principal Investigator is a student, their Supervisor must also sign**

**New Investigator Declaration** (If applicable, Add more rows if necessary)

Please note that if it is not possible to get all signatures on the one document, we will accept signatures on multiple copies of this page.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** | |  | |
| I declare that:   1. **I have been provided with and read this AEC Application and all referenced SOPs and agree to my role in this project**. 2. My experience outlined above is true and correct. 3. I have read the most recent *Australian Code of Practice for the Care and Use of Animals* for Scientific Purposes and the *Animal Care and Protection Act* and *Regulation*. I am aware of and agree to meet the responsibilities set out in these documents; 4. I will ensure that the scope of monitoring the wellbeing of the animals at all stages of their care and use in the project is clearly outlined and communicated to all parties; 5. I undertake to inform the Principal Investigator of any changes to the proposed procedures or details given in this form subsequent to its submission (including change of contact details) by submitting an Amendment Application; 6. I will notify the Principal Investigator immediately if any Unexpected Adverse Events occur. | | | |
|  | **Name** | | **Signature** |
| **1** |  | |  |
| **2** |  | |  |
| **3** |  | |  |
| **4** |  | |  |
| **5** |  | |  |
| **6** |  | |  |