Modification requests will be considered at the next available AEC meeting, or via the committee executive where appropriate. All applicants should complete Section A, B and/or C if relevant and sign Section D.

**Do not assume a request has been granted until you are formally advised by the Animal Ethics Committee in writing.**

Section A: Project Details

|  |  |
| --- | --- |
| Protocol Number |  |
| Project Name |  |
| Current Chief Investigator  Full name including title and school |  |
| Project Type | Choose an item. |
| Date of Submission |  |
| Date of Expiry of Current AEC Authority |  |

Section B: Change in Personnel / Team Details

**B1) Change in Chief Investigator**

The Chief Investigator is responsible for all aspects of the project. The responsibilities of the Chief Investigator can be reviewed in the [Animal Code](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes). If this modification relates to a student project the Chief Investigator (CI) must be the student’s supervisor and must be contactable for animal related emergencies.

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed Chief Investigator |  | | |
| Qualifications  Title, position |  | | |
| Project Responsibilities  e.g., animal handling, sample collection |  | | |
| Competent / Not yet Competent |  | | |
| Relevant Experience  If not competent, please describe how competency will be achieved or identify competent individual that will supervise at all times. |  | | |
| Email |  | | |
| Is the previous CI to be transferred to another role, or removed from project? |  | | |
| Declaration of Responsibilities | | | |
| As Chief Investigator, I confirm that:  All information in this application is true and accurate, to the best of my knowledge.  I have completed the Charles Sturt University ELMOs entitled ‘*Animal Care and Ethics*’, and ‘*Research Integrity’* within the last three years.  The use of animals in this project will comply with the NSW Animal Research Act 1985, Animal Research Regulation 2021, the Australian Code for the Care and Use of Animals for Scientific Purposes, NHMRC 8th ed. 2013 (The Code, updated 2021), and any other legislation, guidelines and conditions imposed by other jurisdictions where applicable.  All personnel listed in this application have been provided with a copy of the application, have agreed to being listed, and are familiar and will comply with the requirements of the Code.  I understand that only procedures documented in this application and approved by the AEC are permitted, and that a modification request must be submitted prior to any changes to this project.  I understand my reporting obligations to the AEC, including for unexpected adverse events, and annual and final reports.  I accept ultimate 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 accept ultimate responsibility for all matters relating to the welfare of all animals used during this project.  I understand that I have an obligation to treat the animals with respect.  I agree to comply with any conditions imposed by the AEC and communicate with the AEC as required.  Adequate resources, including funding and personnel, will be available for the conduct of the project.  If applicable:  I have personally inspected the animal housing/holding facility to be used during this project and I am satisfied regarding the smooth running of the housing facility for the duration of the project. | | | |
| Signature of Proposed Chief Investigator |  | **Date** |  |

**B2) Addition of Team Members**

If you are using volunteers on the project they should **not** be listed below, they should be provided as a separate attachment to the application outlining their responsibilities. You should include a full list of all volunteers used and the duties undertaken in your annual and end of project reports.

|  |  |  |  |
| --- | --- | --- | --- |
| Member #1 Name |  | | |
| Qualifications  Title, position, internal/external staff member |  | | |
| Project Responsibilities  e.g., animal handling, sample collection |  | | |
| Competent / Not yet Competent |  | | |
| Relevant Experience  If not competent, please describe how competency will be achieved or identify competent individual that will supervise at all times. |  | | |
| Any Previous Animal Authority Cancellations? | Yes  No  Provide details: | | |
| Email |  | | |
| Phone |  | | |
| I confirm that I have read the application nominated above and agree to comply with the procedures described and any conditions imposed by the AEC. I have read the Australian Code for the Care and Use of Animals for Scientific Purposes (8th Ed, 2013), the NSW Animal Research Act 1985 and NSW Animal Research Regulation 2010 and agree to work within the requirements of these documents. | | | |
| Signature |  | **Date** |  |

Copy this table as many times as required to advise of all persons being added to the project.

**B3) Removal of Team Members**

|  |  |
| --- | --- |
| Person to be removed | **Role to be removed from** |
|  |  |
|  |  |

Section C: Operational Project Modification

Use this section for all other project modification requests excluding changes to personnel.

|  |  |  |
| --- | --- | --- |
| Application Section  Identify both the section number and title of area of the project to be amended. | **Previous Submission**  Provide a summary of the original component of the project as approved. | **Proposed Amendment**  Explain the amendments and give a reason for the modification request. |
|  |  |  |
|  |  |  |
|  |  |  |
| What is the anticipated positive and negative impact of the amendment on the animal(s) including all possible/potential risks to animal welfare?  Describe how any potential negative impacts will be minimised. | | |
|  | | |

Section D: Submission

Applicants are to note that project modifications do not come into effect until a new authority for the use of animals for scientific purposes has been signed by the Presiding Officer of the AEC (or their delegate).

|  |  |  |  |
| --- | --- | --- | --- |
| Submitted by |  | | |
| Title and Position |  | | |
| Digital Signature |  | **Date** |  |

**Please note - PDF submissions are preferred. Please email your modification request to:** [**animalethics@csu.edu.au**](mailto:animalethics@csu.edu.au)