**Instructions:**

* Investigators must apply for and obtain written approval from the Animal Ethics Committee (AEC) before commencing an amendment to an approved project.
* Amendment requests must be submitted on the DPIRD AEC Form: Amendment.
* Include sufficient information to allow the AEC to properly evaluate the amendment request.
* The efficient use of photographs and diagrams etc. to clarify information is strongly encouraged.
* Information must be in plain English as required by the Code. Where the use of scientific jargon is deemed unavoidable it should be supported by a suitable lay description.
* Attach the current approved Form A or B with requested changes clearly shown.
* All enquiries should be submitted to DPIRD Animal Ethics Office: [AnimalEthicsOffice@dpird.wa.gov.au](mailto:AnimalEthicsOffice@dpird.wa.gov.au)

**Text boxes will expand automatically to accommodate entry. Please do not delete headers or footers. Lodge this form in WORD format by email in the first instance. Please insert a digitised signature as an image or scan and return.**

### Principal Investigator (PI) details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | | |
| Organisation: | | |  |
| Address: | | | |
| Phone: | Mobile: | Email: | |

## Project Details

|  |  |
| --- | --- |
| Title of the Project: | AEC Project Number: |
| Current Approved Start Date: | Current Approved End Date: |

## Amendment

* An amendment request involving additional personnel must include an **Evidence of Competency** Form if the person is conducting any high-skilled or potentially high-impact procedure(s) on animals, unless they are in training and under the supervision of a competent person. New staff must also complete the DPIRD **Animal Ethics Training Modules**.
* An amendment to include additional locations, must include a **Letter of Agreement** if conducted on privately owned property.

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| --- |
| **What changes do you want to make?**  *(Describe below and attach the current approved proposal with all changes clearly shown in tracked changes and/or with changes highlighted).* |
| **Why do you want to make these changes?**  *(The changes must be justified and adhere to the principles of replacement, reduction and refinement).* |
| **What are the likely consequences of these changes?**  *(Describe how these changes may impact on the animals and the project and how you propose to deal with each impact).*   1. **Animal Impact - Welfare** |
| 1. **Animal and Project Impact - Last collection of samples** |
| 1. **Impact on Project**. |

## Previous Amendment Requests

Note: The AEC will accept a maximum of three major amendment requests to a project. As a guiding principle, a change to the hypothesis, aims or experimental methods, or a change which may impact on the wellbeing of the animals, is considered a major amendment.

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| Briefly list previously approved amendments for this project: |
|  |

## Signature

|  |  |
| --- | --- |
| Signature of the PI or applicant: |  |
| Name (and position if not the PI): |  |
| Date: |  |

## AEC Decision

|  |  |  |
| --- | --- | --- |
| *Office Use Only* | | |
| The amendment has been considered by the AEC and is: | | |
| **Approved** | |  |
| **Approved with conditions** | |  |
| **Deferred subject to modification** | |  |
| **Not approved** | |  |
| AEC Comments/Reasons/Conditions: | | |
| Name of AEC Chair: |  | |
| Signature of Chair: |  | |
| Date: |  | |