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| These guidelines are included in the form as hidden text. To turn off the hidden text, click“**Show/Hide** ¶” on the **Standard** toolbar. When hidden text is shown, it will be red in colour, and is marked with a dotted underline. |

The Flinders University / Southern Adelaide Health Service Animal Welfare Committee

**Application for MODIFICATION**

**of an approved project for change of personnel ONLY**

**GUIDELINES**

**Introduction**

Under SA legislation, approval by an Animal Welfare Committee (AWC) is required **before** any changes to an approved project can commence.

All persons involved with the use of animals must be familiar with:

1. SA Animal Welfare Act 1985
2. Australian code of practice for the care and use of animals for scientific purposes (the Code)
3. Australian Code for the Responsible Conduct of Research
4. The policies and guidelines of the Animal Welfare Committee (AWC)

These documents may be accessed from the animal ethics website:

 http://www.flinders.edu.au/research/info-for-researchers/ethics/committees/animal/animal\_home.cfm

**An understanding of the relevant legislation is the responsibility of the investigators.**

**General guidelines**

*Acknowledgement: This application form and guidelines are based on those used by the Newcastle University Animal Care and Ethics Committee, amended for use by Flinders University/SAHS Animal Welfare Committee with permission of Newcastle University Research Services.*

1. **Use PLAIN ENGLISH in your application.**

*Legislative background – Australian Code.*

*Clause 2.2.1 (viii): The AWC may “approve only those studies for which animals are essential and justified and which conform to the requirements of the Code. This should take into consideration factors including ethics, the impact on the animal or animals and the anticipated scientific or educational value”.*

*Clause 2.2.15: “Information provided in proposals must be sufficient to satisfy the AEC that the proposed use of animals is justified by weighing the predicted scientific or educational value of the proposal against the potential impact on the welfare of the animals. An essential component of this assessment by the AEC involves consideration of the steps taken by the applicant to comply with the principles of the 3Rs specified in the Code. It is important that all AEC members are provided with sufficient information to participate in the assessment of proposals. This can only be achieved by the use of* ***plain English*** *in the proposal. Applicants must ensure that where the use of scientific language is deemed unavoidable, it is supported by a suitable lay description or a glossary of terms.”*

1. The AWC corresponds directly with the Chief Investigator only. **The Chief Investigator is responsible for ensuring that all persons involved with the use of animals on the project receive or have access to a copy of the application, and any subsequent correspondence from the AWC regarding the application.**
2. Approval covers the precise details contained within this application. Any subsequent changes, including changes to personnel, must receive prior approval from the AWC.

|  |  |
| --- | --- |
| ***AWC USE ONLY*** |  |
|  |  |  |  |  |  |
| Date Received: |  |  Version  Number: |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Project Number:  |  | ModificationNumber: |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**The Flinders University / Southern Adelaide Local Health Network Animal Welfare Committee**

**Application for MODIFICATION**

**of an approved project for Change Of Personnel**

**ONLY**

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| To access guidelines for questions on this form, use the **hidden text function:** Click“**Show/Hide** ¶” on the **Standard** toolbar. When hidden text is shown, it will be red in colour, and is marked with a dotted underline. |

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| **URGENT Consideration***Legislative background – Australian Code. Clause 2.2.11:**“The AEC may establish an executive that must include at least one member from Category C or D who:*1. *may approve minor modifications to projects for review at the next AEC meeting;*
2. *may not approve new proposals.”*

Sufficient justification must be provided for a request for urgent consideration of a minor modification application prior to the next scheduled meeting of the AWC. **Such justification is usually based on animal welfare grounds.** Lack of forward planning or failure to comply with procedures for ordering of animals is not sufficient justification for urgent consideration. Urgent consideration of a Modification Application is **not automatic**. The decision will be made by the AWC Executive on a case-by case basis.Is urgent consideration of this application required **before** the next scheduled meeting of the AWC? |
|  | No. **Go to Section 1.** |
|  | Yes. **Please provide JUSTIFICATION below.** |
| If YES, please provide clear reasons for the necessity for urgent consideration. (See guidelines) |
|  |

***Section 1: Administration***

|  |  |  |
| --- | --- | --- |
| 1.1 | **Chief Investigator:**(Title / first name / family name) The Chief Investigator should be the same Chief Investigator as on the Initial Application for the project. |  |
| 1.2 | **Current Email:**  |  |
| 1.3 | **Project Title:** |  |
| 1.4 | **Current AWC Approval Number:** This number was allocated to this project on its most recent approval (or renewal of approval) by the AWC, and is detailed in the current Animal Research Authority issued for the project by the responsible institution. |  |
| 1.5 | **IBC Reference Number:**  |  |

*An application fee may be applied to applications from researchers not associated with Flinders University or Southern Adelaide Health Service. An application fee may be applied to applications from researchers not associated with Flinders University or Southern Adelaide Health Service. An application fee may be applied to applications from researchers not associated with Flinders University or Southern Adelaide Health Service. An application fee may be applied to applications from researchers not associated with Flinders University or Southern Adelaide Health Service. An application fee may be applied to applications from researchers not associated with Flinders University or Southern Adelaide Health Service An application fee may be applied to applications from researchers not associated with Flinders University or Southern Adelaide Health ServiceAn application fee may apply to researchers or research entities not associated with Flinders University or Southern Adelaide Health Service*

1.6 **Contact person for this application (if not the Chief Investigator or Alternate Chief Investigator):** This is often the person who is responsible for the drafting of the application (eg. honours or PhD student or junior researcher who is directly involved with the research project). This person will receive a copy of the correspondence from the AWC regarding the outcome of this application, in addition to the Chief Investigator and Alternate Chief Investigator.

|  |  |
| --- | --- |
| **Name:** Title/first name/family name |  |
| Email address: |  |
| Telephone (Business Hours): |  |
| Telephone (After Hours): |  |

1.7 **SHORT Lay summary of the project (Approximately 100 words)**

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***Section 2: Modification details***

2.1 **Brief description of the modification:** Provide a description of the proposed modification and indicate how it will fit within the currently approved protocol. Importance should be given to who will be replacing personnel **leaving a project**, and how you will ensure that new personnel are **appropriately trained** in the required techniques.

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2.2 **Change of Investigator or Other Personnel**

*Indicate the category that best fits the proposed amendment.*

**A. Investigator/s leaving project**

*Repeat rows as needed*.

|  |  |  |
| --- | --- | --- |
|  | **Name** (including title) | **Effective date/s** |
| **Investigator(s) leaving project:** |  |  |
|  |  |
| **Other People leaving project:** |  |  |
|  |  |

**B. NEW Investigator/s ON project**

*For each new person involved with the use of animals in this project outline their level of experience in the use of the proposed techniques and procedures, in handling the selected animal species and the experimental steps in which they will be involved, plus with the date on which they attended Animal Ethics Online Training. Repeat rows as needed.*

1. CONTACT DETAILS

|  |  |
| --- | --- |
| Name (include title) |  |
| Institution and Department |       |
| Contact details  | Email |       |
| Phone *(Business Hours)* |       |
| Phone *(After Hours)* |  |
| Mobile |       |
| [ ]  Flinders University student/staff/affiliate [ ]  External…Employer: |

|  |  |
| --- | --- |
| Name (include title) |  |
| Institution and Department |       |
| Contact details  | Email |       |
| Phone *(Business Hours)* |       |
| Phone *(After Hours)* |  |
| Mobile |       |
| [ ]  Flinders University student/staff/affiliate [ ]  External…Employer: |

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| Name (include title) |  |
| Institution and Department |       |
| Contact details  | Email |       |
| Phone *(Business Hours)* |       |
| Phone *(After Hours)* |  |
| Mobile |       |
| [ ]  Flinders University student/staff/affiliate [ ]  External…Employer: |

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| Name (include title) |  |
| Institution and Department |       |
| Contact details  | Email |       |
| Phone *(Business Hours)* |       |
| Phone *(After Hours)* |  |
| Mobile |       |
| [ ]  Flinders University student/staff/affiliate [ ]  External…Employer: |

1. qualifications & experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Name**  | **Qualifications**  | **Detail experience in experimental steps to be undertaken (and over what period) and the species being used** (If no experience, **describe** how relevant experience will be obtained) | **In which experimental step/s is this person involved?** | **Date this person completed Flinders University’s** **Animal Ethics Online Training (AEOT)** |
| **Investigator(s):** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other People Participating:** |  |  |  |  |  |
|  |  |  |  |  |
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***Section 3: Investigator Declaration of Responsibilities***

You should note all of the requirements under this declaration.

Applications to the AWC are legal documents under the SA Animal Welfare Act. Accordingly, an application must have the appropriate signature. Failure to submit the fully signed original of the application to the Research Services Office will result in delays in processing of the application. If the fully signed application has not been received by the time of its consideration by the AWC, advice cannot be provided of the outcome of this deliberation.

1. I and all others involved in this project are familiar with and will comply with the relevant Commonwealth and State or Territory legislation and the requirements of the [Australian Code for the care and use of animals for scientific purposes, 8th Edition 2013](http://www.nhmrc.gov.au/book/australian-code-practice-care-and-use-animals-scientific-purposes) (The Code)
2. To the best of my knowledge this proposal conforms to the Code (8th Edition 2013) and the South Australian Animal Welfare Act 1985.
3. I have read [Section 2 of the Code](http://www.nhmrc.gov.au/book/australian-code-practice-care-and-use-animals-scientific-purposes/section-2-responsibilities) which sets down the responsibilities of investigators. 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.
4. I agree to comply with procedures described and any conditions imposed by the Animal Ethics Committee.
5. I accept responsibility for the conduct of the project as outlined in this application in accordance with the legislation, and the requirements of the Flinders University / Southern Adelaide Health Service Animal Welfare Committee.
6. I certify that I believe that this work is ethically justified and compliant with the requirements of the Code.
7. I declare that I have the appropriate qualifications and experience to perform the procedures described in this application or to ensure that they are done correctly.
8. I accept responsibility for ensuring that each person involved with this project has the necessary experience to perform the procedures they are to carry out. If they are not already skilled in the procedures, I accept responsibility for ensuring that they obtain the necessary training in advance, and appropriate supervision, so that each procedure on an animal will be carried out in the most appropriate manner.
9. I confirm that sufficient and adequate resources will be available to undertake the proposed study.
10. I confirm that all other persons involved with this project are familiar with the SA Animal Welfare Act and Regulations, and the Australian code of practice for the care and use of animals for scientific purposes, and accept the responsibilities detailed therein to extent of their involvement in this project.
11. I confirm that all other persons involved with this project have read this application and have agreed to conduct the project as outlined in this application in accordance with the legislation, and the requirements of the Flinders University / Southern Adelaide Health Service Animal Welfare Committee.
12. I confirm that all other persons involved with this project have received or have access to a copy of this application, and will receive a copy of any associated correspondence or documentation from the AWC.

**The Chief Investigator may sign on behalf of all other applicants listed on this project, EXCLUDING the new personnel.**

**All Investigators must sign. If an Investigator is absent** at the time of submission of an application and unable to sign the application, other Investigators may sign on their behalf and the signature of that Investigator be provided at a later date

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Name* | *Signature* | *Date* |
| Chief Investigator: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Name* | *Signature* | *Date* |
| NEW Personnel: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Name* | *Signature* | *Date* |
| NEW Personnel: |  |  |  |

*Please replicate as many times as necessary.*

*You have reached the end of this form. Please ensure that you have responded to every question (even if your response is "Not applicable").*