

	Company: PIC Australia Ltd	Issue date: 7 November 2017
	Document: PIC AEC Minor Variation Application .doc	Authorised: Quality Manager
	Minor Variation to an Approved Project Application for Approval	

Title of Project:

Important Notices

This application must be submitted by the original 'Applicant' - the entity submitting the original proposal proposal.

This form is only to be used for MINOR VARIATIONS that are outside normal animal husbandry practices.

Major variations to the conduct of an approved project require the immediate cessation of the approved project and the submission of a fully completed *Project Proposal to Use Animals for a Scientific Purpose* form.

All text boxes will expand automatically to accommodate entry. Do not remove/alter formatting, headers or footers. Any changes/deletions to headers, footers or formatting may result in the proposal being declined and returned to the applicant. All pages must be submitted electronically in Word format to your AEC contact. For the last page – Section 7 Declarations – either insert a digitised signature or fax a signed hard copy to the AEC Administrator on 07 3806 4993.

URGENT Consideration

Is urgent consideration of this application required **before** the next scheduled meeting of the AEC?

<input type="checkbox"/>	No	Go to section 1
<input type="checkbox"/>	Yes	Please provide justification below

If YES, please provide clear reasons for the necessity of urgent consideration

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AEC USE ONLY			
Project Reference Number:		Date Assessed:	
Assessment Category: (cross one box only)			
<input type="checkbox"/> Approved as submitted			
<input type="checkbox"/> Approved subject to modifications			
<input type="checkbox"/> Amend prior to resubmission			
<input type="checkbox"/> Pending			
<input type="checkbox"/> Rejected			
Name of Chair: Helen Fletcher		Signature of Chair:	
Initials of Members			
Category A:	Category B:	Category C:	Category D:
Monitoring concerns:			

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Section 1 Administration

AEC Project Identification Code:

Indicate approval category below

Approval Category	Type of Project	Type of Procedure
1	Non-research	Normal husbandry procedures
2	Teaching activity with low impact on animals	Demonstration of vaccination, oral-dosing
3	Teaching activity with greater impact on animals	Demonstration of livestock pregnancy testing, euthanasia
4	Research with limited impact	Designed experiments using normal husbandry practices
5	Research with moderate – severe animal impact	Repetitive techniques not normal husbandry practices eg. blood collection, fistulae or original and infrequently used techniques not covered by SOP
6	Activities with severe animal welfare implications	LD50 tests restricted under the Animal Research Act. Approval only by the Minister.

1.2 Applicant details - Applicant's contact person details

Company:		
Name:		
Address:		
Relationship to Applicant (eg employee, consultant, vet etc):		
Phone:	Fax:	E Mail:

1.3 Contact person for this application If different from details in 1.2

Company:		
Name:		
Address:		
Relationship to Applicant (eg employee, consultant, vet etc):		
Phone:	Fax:	E Mail:

1.4 Previous amendments

List any variations to the project that have been approved since approval was granted

1.5 Indicate the categories that best fit the proposed amendment

1.5.1

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	Research project
	Training project

1.5.2

	Minor change to animal number requirements (Increase of 10% or less for projects using 250+ animals)
	Minor change/addition to approved procedures or techniques
	Minor alteration to substances administered
	Minor variation to anaesthetic agents used
	Change to physical containment requirements
	Minor alteration to animal housing
	Change to source of animals
	Other: Addition of project personnel

1.5.3 Change of Personnel

Removing personnel from project:

Name	
Date of Departure	
List other relevant projects if applicable	
Signature of Chief Investigator	

Adding new personnel to project:

Relevant qualifications, experience and training relating to animal research and the species and techniques used in this project	
Position on the project (eg Associate Investigator)	
Has the proposed person had any AEC approval withdrawn or been suspended from working with animals for any period? If yes please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No
Give details of specific duties or tasks the person will be involved with or responsible for	
Telephone	
Email	

Declaration of new person: I confirm that I have read the project proposal and agree to	Name:
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comply with the procedures described and any conditions imposed by the Animal Ethics Committee. I have completed the induction as a researcher and provide the evidence attached to this application	Signature:
	Date:
Declaration of Principal Investigator I accept responsibility for compliance with all details in the approved project proposal and for the supervision of all personnel delegated to perform any such procedures	Name:
	Signature:
	Date:

1.6 Health and/or safety risks

Will the amendment to this project involve any changes to the health and/or safety risks to other animals, people or the community, or changes to the use of genetically modified organisms?

<input type="checkbox"/>	Yes	Please complete this section
<input type="checkbox"/>	No	Go to question 2

Describe the health and/or safety risks involved in this minor variation

2. Amendment details

Please use Plain English everyday language in your responses to the following sections. **Do not** use scientific jargon and avoid using abbreviations.

2.1 Brief description of the amendment (One sentence / phrase description of each proposed amendment)

2.2 Detailed description of the amendment (Detail how it will fit in with the currently approved project)

3. Animals – Details and Reduction

Does this amendment involve a change to the animals required for this project?

<input type="checkbox"/>	Yes	Please complete this section
<input type="checkbox"/>	No	Go to question 4

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3.1 Justify the choice of new animals/strain of animal required; number of additional animals requested on the basis of experimental design and statistical consideration. For training projects justify any change to the animal / trainee ration

3.2 What steps have you taken to minimise the number of additional animals required?

4. Refinement

4.1 Potential impact on the animals. Detail how proposed amendments will impact on the wellbeing of the animals. Anticipate and describe any potential adverse effects, and the steps you will take to avoid, minimise, or manage these effects

4.2 Monitoring Will animals be monitored as outlined in the currently approved project? If NO, provide details of new monitoring requirements and attach an amended or additional monitoring checklist if appropriate

5. Justification

Explain why the proposed amendments are necessary to meet the project aims, taking into account the ethical considerations, the impact on the welfare of the animals and the anticipated scientific or educational value

6. Investigator Declaration of Responsibilities

Title of Project

Repeat here as this page is sometimes faxed separately with all signatures.

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Chief Investigator

I, being the applicant or its duly authorised agent, assure the AEC that:

- I have reviewed the particulars set out in the original Application to the AEC for this project and certify that:

	YES	NO
The aims of the project are unchanged		
Any licences that are required have been obtained and are current		
The purpose of the classification of the project is unchanged		
The procedure classification of the project is unchanged		

(Note: Where the answer is NO, please review your application. The submission of a new proposal may be required)

- I and all others involved in the project will adhere to all requirements of the AEC including the provision of reports, notices and advices
- I will ensure that all project personnel have received or have access to a copy of this application and will receive a copy of any associated correspondence from the AEC

Name:	Position:
Signature:	Date:

6.1 Project Personnel Declarations

We the undersigned assure the AEC that:


- I am familiar with, and will comply with the requirements of the Animal Care and Protection Act 2001, the *Australian code for the care and use of animals for scientific purposes, 8th Edition 2013* and all other relevant Commonwealth and State legislation
- I will adhere to all requirements of the AEC

Name:	Position:
Signature:	Date:

Name:	Position:
Signature:	Date:

Name:	Position:
Signature:	Date:

Name:	Position:
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Signature:	Date:
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Signature:	Date:

Name:	Position:
Signature:	Date:

(Copy page if required)