

AE

007

Animal Ethics Committee

**Amendment Form**



Scientific use of animals undertaken by Murdoch University staff and students must comply with the requirements of the *Australian Code for the Care and Use of Animals for Scientific Purposes, 2013* (the *Animal Code*) and the *Animal Welfare Act, 2002* (WA). Persons using animals for scientific purposes must consider the 3 Rs: **Replacement, Reduction, and Refinement** at all times.

Responses to **ALL** questions must be provided on this form. Applicants should not simply refer to an attachment without summarising relevant material on this form.

**Animal Ethics Office**

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All forms are to be submitted in the **IRMA** system as attachments to a coversheet.

|  |  |
| --- | --- |
| **Part A -**  | **Personnel information** |
|  |  |
|  | **Permit Number (\*\*\*\*\*/\*\*) & Protocol ID (\*\*\*)** |  | **Date of Original Approval** |
|  |       |  |       |
|  |  |  |
|  | **Project Title** |
|  |       |
|  |  |
|  | **Chief Investigator / Supervisor** |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  |  |
|  | **Form Completed by** |       |
|  | **Role on the project** |       |
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| **Part B -** | **Amendment Summary** |
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| **2.1** | **Currently Approved**Summarise the project as currently approved. For example, provide the lay summary submitted with the original application. |
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|  |       |
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| **2.2** | **Experimental Protocol Changes**Briefly list each of your requested changes. |
|  |  |  |
|  | (i) |       |
|  | (ii) |       |
|  | (iii) |       |
|  | (iv) |       |
|  | (v) |       |
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| **2.3** | **Justification**Why are the proposed changes required? |
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|  |       |
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| **2.4** | **Keywords** |
|  | Provide a list of and definitions for any technical terms and acronyms to assist the AEC to understand this amendment. |
|  | **Term** |  | **Lay Explanation**  |
|       |  |       |
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| **Part C -** | **Extension of Approved Period***ONLY complete this section if the amendment is requesting a change to the current permit expiry date.* |
|  |  |
| **3.1** | Does this amendment involve any extension of the Approval Period for holding the animals? | Yes [ ]  No [ ]   |
|  | *If yes, provide details of how long the extension is being sought for* |  |
|  |       |
|  |  |  |  |
|  | (i) | Proposed Amendment Start Date (dd/mm/yyyy):  |       |
|  | (ii) | Currently Approved Expiry Date (dd/mm/yyyy):  |       |
|  | (iii) | Extension of Approval Period – Proposed New Expiry Date (dd/mm/yyyy):  |       |
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| **Part D -** | **Animal Numbers***ONLY complete this section if the amendment is requesting a change (either increase or substitution) to the animal numbers.* |
|  |  |
| **4.1** | Does this amendment involve an increase in animal numbers?*If yes, will the increase be:* | Yes [ ]  No [ ]   |
|  | (i) | Up to 3 additional animals or no more than 10% of approved numbers. | Yes [ ]  No [ ]   |
|  | (ii) | More than 3 additional animals or more than 10% of approved numbers. | Yes [ ]  No [ ]   |
|  |  |
|  | *Fill out the below section if you require changes to the number or type of animals used for this project.* |
|  |  |  |
| **4.2** | **Currently Approved** | **Number of Animals Allocated** |
|  | (Species / Strain & Common Name) | (Current total) |
|  |       |       |
|  |       |       |
|  |       |       |
|  |       |       |
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|  |       |       |
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| **4.3** | **Requested Change** | **Change in Numbers** |
|  | (Species / Strain & Common Name) | (+ / - how many) | (New total) |
|  |       |       |       |
|  |       |       |       |
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| **Part E -**  | **Sex, Strain, Species or Source***ONLY complete this section if the amendment is requesting changes to the existing approval animal sex, strain, species or source.* |
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| **5.1** | Does this amendment involve: |
|  | (i) | A change in the **sex**, **strain**, **species** or **source** of animals being used? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details.* |
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| **Part F -**  | **Location, Housing or Transportation***ONLY complete this section if the amendment is requesting changes to the existing location, animal housing or transportation method.* |
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| **6.1** | Does this amendment involve: |
|  | (i) | A change to the **housing / location**, **length of housing**, or the **method of transport** of the animals? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details of the proposed changes and explain why these are needed.* |
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| **Part G -**  | **Non-Surgical Procedures***ONLY complete this section if the amendment is requesting changes to non-surgical procedures* |
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| **7.1** | Does this amendment involve: |
|  | (i) | A change to specimen collection times?(i.e. change of times with no increase to overall frequency) | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details.* |
|  |  |       |
|  |  |
|  | (ii) | An increase to the frequency and/or quality of specimen collection? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide detailed justification for the proposed change.* |
|  |  |       |
|  |  |
|  | (iii) | Any change to **non-surgical** procedures where the procedures will become less frequent or less invasive for the animals? | Yes [ ]  No [ ]   |
|  |  | *If yes****,*** *provide details of the requested changes, include pharmaceutical dosages and routes of administration if appropriate.* |
|  |  |       |
|  |  |  |
|  | (iv) | Does this amendment involve any change to **non-surgical** procedures that may lead to an increase in frequency or invasiveness of procedures for the animal? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details of the requested changes and a suitable justification; include details on how ANIMAL WELLBEING will be supported including:*1. *Monitoring, assessment and treatment of post procedural pain and distress (including details of pharmaceutical dosages and routes of administration if appropriate.*
2. *Criteria for intervention and/or euthanasia*
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| **Part H -**  | **Surgical Procedures***ONLY complete this section if the amendment is requesting changes to the surgical procedures.* |
|  |  |
| **8.1** | Does this amendment involve: |
|  | (i) | Any change to a **surgical** procedure where the procedures will become less invasive for the animal? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details of the requested changes; include pharmaceutical dosages and routes of administration if appropriate.* |
|  |  |       |
|  |  |
|  | (ii) | Any change to a **surgical** procedure where this is likely to lead to greater impact on the animal? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details of the requested changes and a suitable justification; include details on how ANIMAL WELLBEING will be supported including:*1. *Monitoring, assessment and treatment of post procedural pain and distress (including details of pharmaceutical dosages and routes of administration if appropriate.*
2. *Monitoring schedule including changes to monitoring sheets*
3. *Criteria for intervention and/or euthanasia.*

*(Note: this change may require the submission of a new application).* |
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| **Part I -**  | **Euthanasia Method***ONLY complete this section if the amendment is requesting changes to the currently approved euthanasia method.* |
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| **9.1** | Does this amendment involve: |
|  | (i) | Any change to the methods of euthanasia, where the change is likely to result in less impost on the animal? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details of the proposed changes and explain why it is needed.* |
|  |  |       |
|  |  |
|  | (ii) | Any change to the methods of euthanasia, where the change is likely to result in greater impact on the animal? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details of the proposed changes and provide a suitably detailed explanation.* |
|  |  |       |
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| **Part J -**  | **Other** *ONLY complete this section if the amendment is requesting other changes not listed, including changes to monitoring protocol, etc.* |
|  |  |
| **10.1** | Does this amendment involve: |
|  | (i) | Any change to the approved monitoring protocol and/ or monitoring forms? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details and explain the changes (attach revised copies of monitoring sheets as needed).* |
|  |  |       |
|  |  |
|  | (ii) | Any change other than those listed above? | Yes [ ]  No [ ]   |
|  |  | *If yes, provide details together with suitable explanation for the proposed changes.* |
|  |  |       |
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| **Part K -**  | **3 R’s - Compulsory***This section is* ***compulsory*** *for all amendments and addresses how this amendment will affect the 3 R’s – Replacement, Reduction and Refinement.* |
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| **11.1** | **Replacement**What alternatives to animal use does this amendment adopt. |
|  |       |
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| **11.2** | **Reduction** Describe the ways this amendment will minimise the use of animals. |
|  |       |
|  |  |
| **11.3** | **Refinement** Describe the ways this amendment will minimise the adverse impact of the intended project on animals. |
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for Animal Ethics forms

**Submission Information**

AE

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**How to submit Animal Ethics forms in IRMA:**

All forms are received and processed through the IRMA system. To do this, you will need to create a “**Coversheet**” in IRMA and attach this form and any supporting documents as part your submission.

1. Begin by creating a Coversheet. Log into IRMA and click on “**Researcher Profile**” (found in the top right-hand corner of your screen). If you do not have IRMA access, lodge a request with IT through ServiceNow.



1. Click on the “**Animal Ethics**” tab:
2. Ensure the drop-down option is showing as “**View Forms**”, and click the “**Create**” button to create a new coversheet:
3.  Select the **Amendment** coversheet from the drop-down list (shown below), link the coversheet to the relevant project by clicking the “**Search**” button, and then click “**Next**”:
4. A new screen will appear (see below). Click on the weblink and download the “**Amendments”** form.
5. When this form is complete, save the document to your computer and upload a copy into the IRMA coversheet. Click on the “**Documents**” tab (shown in 5. picture) and upload the form by clicking the “+ **Add**” button. Ensure each attachment is clearly labelled when uploading.
6. Once this form has been uploaded into IRMA, return to the “**Coversheet**” tab, and click the “**Submit**” button.

**TASK COMPLETE**