

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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animal.ethics@murdoch.edu.au

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

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| **Part A -** | | **Personnel information** | | | | | | | | | | | | | | | | | |
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|  | **Permit Number (\*\*\*\*\*/\*\*) & Protocol ID (\*\*\*)** | | | | | | | |  | | **Date of Original Approval** | | | | | | | | |
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|  | **Project Title** | | | | | | | | | | | | | | | | | | |
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|  | **Chief Investigator / Supervisor** | | | | | | | | | | | | | | | | | | |
|  | Title | | | Given Name | | | | | | Surname | | | | | | | | | |
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|  | **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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| **2.2** | **Experimental Protocol Changes**  Briefly list each of your requested changes. | | | | | | | | | | | | | | | | | | |
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|  | (i) | |  | | | | | | | | | | | | | | | | |
|  | (ii) | |  | | | | | | | | | | | | | | | | |
|  | (iii) | |  | | | | | | | | | | | | | | | | |
|  | (iv) | |  | | | | | | | | | | | | | | | | |
|  | (v) | |  | | | | | | | | | | | | | | | | |
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| **2.3** | **Justification**  Why are the proposed changes required? | | | | | | | | | | | | | | | | | | |
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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.* | | | | | | | | | | | | | | | | | |
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| **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* | | | | | | | | | | | | | |  | | | | |
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|  | (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.* | | | | | | | | | | | | | | | | | |
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| **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 | | | |
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|  | *Fill out the below section if you require changes to the number or type of animals used for this project.* | | | | | | | | | | | | | | | | | | |
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| **4.2** | **Currently Approved** | | | | | | | | | | | **Number of Animals Allocated** | | | | | | | |
|  | (Species / Strain & Common Name) | | | | | | | | | | | (Current total) | | | | | | | |
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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.* | | | | | | | | | | | | | | | | |
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|  | (ii) | | An increase to the frequency and/or quality of specimen collection? | | | | | | | | | | | | | | Yes  No | | |
|  |  | | *If yes, provide detailed justification for the proposed change.* | | | | | | | | | | | | | | | | |
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|  | (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.* | | | | | | | | | | | | | | | | |
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|  | (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.* | | | | | | | | | | | | | | | | | |
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| **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.* | | | | | | | | | | | | | | | | |
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|  | (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.* | | | | | | | | | | | | | | | | |
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|  | (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.* | | | | | | | | | | | | | | | | | |
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| **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).* | | | | | | | | | | | | | | | | |
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|  | (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. | | | | | | | | | | | | | | | | | | |
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| **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**

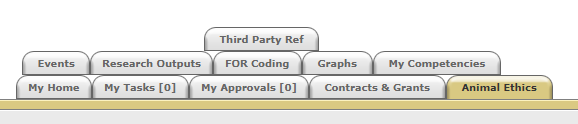
AE

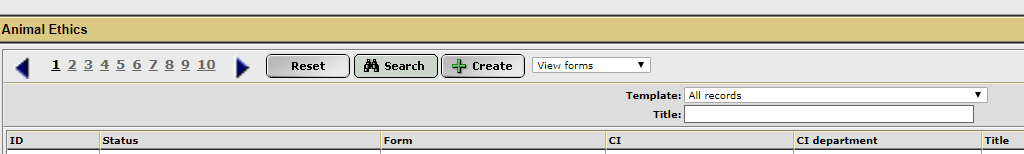
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**How to submit Animal Ethics forms in IRMA:**

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. A screenshot of a computer

   Description automatically generated with medium confidence 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 screenshot of a computer

   Description automatically generated with medium confidenceA 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**