**THE SECRETARY’S ANIMAL CARE AND ETHICS COMMITTEE**

**(Secretary’s ACEC)**

**MODIFICATION REQUEST FOR AN APPROVED PROJECT**

Use this form to request any proposed changes to a project, including, but not limited to procedures, location, extension of approval from 1 to 3 years and personnel working on the project.

|  |  |
| --- | --- |
| **NAME OF PRINCIPAL INVESTIGATOR** |  |
| **TITLE OF PROJECT** |  |
| **PROJECT NUMBER** |  |

**Changes to procedures, location, housing etc**

**1.What changes do you want to make?**

**2.How do these changes differ with your original project application?**

**3.Why do you want to make these changes?**

**4.What are the anticipated positive impacts of the changes on the animals?**

**5.What are the anticipated negative impacts of the changes on the animals?**

**6.How will potential negative impacts be prevented or minimised?**

**7.If you are adding new procedures/methods to the project, please provide the relevant experience of the project personnel with these procedures/methods.**

**Changes to approved personnel -** Please provide details of personnel being added or removed from the project in the [Appendix 1](#Appendix) below.

**\*Associate Investigators** are people trained and experienced in the procedures used in the project and do not need supervision by the Principal Investigator.

**Other Participants** are people, such as volunteers or employees, with no or little training or experience in the procedures but are directly supervised by the Principal or Associate Investigators and are receiving training in animal survey techniques and handling. The ACEC can be notified of Other Participants via a Notification Form or Annual Register – check your Animal Research Authority to check which, if any, applies to your project.

|  |  |
| --- | --- |
| **Principal Investigator signature** |  |
| **Date** |  |

**Appendix 1 – Change of personnel modification**

**Removing personnel from a project:**

|  |  |
| --- | --- |
| Name  |  |

**Adding new personnel to a project:**

If changing the Principal Investigator (PI), if they have not previously been a PI on a Secretary’s ACEC approved project, please also send a CV and two written independent references regarding their experience with the procedures in the project.

Please note, ALL questions must be answered.

|  |  |
| --- | --- |
| Name  |  |
| Relevant qualifications and training relating to animal research |  |
| Please list relevant experience with the species and procedures/methods used in this project.  |  |
| Position on this project (For example Principal Investigator,Associate Investigator or Other Participant**\*** | [ ]  Principal Investigator[ ]  Associate Investigator[ ]  Other Participant |
| Has the proposed person had any AEC approval withdrawn or been suspended from working with animals for any period?If yes, please provide details including Animal Research Authority number | Yes [ ]  No [ ]  |
| Give details of specific duties or tasks the person will be involved with or responsible for in the project |  |
| Telephone |  |
| Email |  |
| Address (if new PI) |  |
| Declaration for new person:I confirm that I have read the project application nominated above and agree to comply with the procedures described and any conditions imposed by the Animal Ethics Committee. I have had explained to me and understand my responsibilities relating to the day to day care and monitoring of the animals used in this project. I have read the Australian code for the care and use of animals for scientific purposes 8th Ed. 2013 and the NSW *Animal Research Act 1985* and NSW Animal Research Regulation 2021 and agree to work within the requirements of these documents. | *Name:* |
| *Signature:* |
| *Date:* |
|  |

Copy the above table template into this document for each new personnel

**Please return to:**

Email: secretary.acec@dpi.nsw.gov.au