**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. If you are changing procedures in a fauna survey project, please use the modification form specific to fauna surveys.

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

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

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

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

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

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

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

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

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**Changes to approved personnel –** Please provide details of personnel being added or removed from the project in the [Appendix 1](#Appendix) below. See detailed definitions of types of personnel in [Appendix 2](#Appendix2).

**\***The **Principal Investigator (PI)** is the person who has ultimate responsibility for the project and everything that is undertaken in the project.

**\*Associate Investigators** are people who as part of the project will be handling animals or undertaking any interventions or procedures that will impact on animals.

**\*Other Participants** are people, such as volunteers or employees, who are not handling animals or undertaking any interventions (such as setting and /or clearing traps) or procedures that will impact on animals.For bird or bat banding projects, the ACEC has agreed this can include C Class banders. Other Participants are under the supervision of the Principal or Associate Investigators.

Other participants do not need to be added to the Animal Research Authority. However, depending on the condition applied to the Animal Research Authority for the project, either their details need to be provided on site location notification forms or an Annual Register of their names and involvement in the project needs to be maintained and submitted along with the annual report for the project each year.

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

**Appendix 1 – Change of personnel modification**

**Removing personnel from a project:**

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| --- | --- |
| 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 current CV
* two written references from people you have worked with regarding your experience in the type of research/surveys you plan to undertake.  A [template for references](https://www.dpi.nsw.gov.au/__data/assets/word_doc/0006/1560336/TEMPLATE-Reference-for-new-Principal-Investigator-for-project-overseen-by-Secretarys-ACEC.-July-2024.docx) is available to use if you wish.
* a certificate as proof of training in animal research ethics within the last 3 years. If you have not undertaken training in this time, we recommend the [ANZCCART Compass Phase 1 training](https://catalog.adelaide.edu.au/browse/pace/compass2024/courses/core-compass-training-for-aec-members-and-animal-users-2024) (all modules).
* A signed[Secretary’s ACEC Sharing Agreement](https://www.dpi.nsw.gov.au/__data/assets/word_doc/0005/1355468/SECRETARYS-ACEC-SHARING-AGREEMENT.-JULY-2024.docx#Secretary%E2%80%99s%20ACEC%20Sharing%20Agreement)

If the new PI has previously been a PI on a project overseen by the Secretary’s ACEC previously, they must provide a certificate as proof of training in animal research ethics within the last 3 years. If you have not undertaken training in this time, we recommend the [ANZCCART Compass Phase 1 training](https://catalog.adelaide.edu.au/browse/pace/compass2024/courses/core-compass-training-for-aec-members-and-animal-users-2024) (all modules).

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| --- | --- |
| 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(e.g., Principal Investigator or Associate Investigator)**\*** | [ ]  Principal Investigator[ ]  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 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 |  |
| 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

**Appendix 2. Personnel Definitions**

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| **\*Personnel Definitions:****Principal Investigator (PIs)** is the person who is applying for project approval by the ACEC and has ultimate responsibility for the project and everything that is undertaken in the project. PIs must: * ensure that all people involved in the project understand and accept their roles and responsibilities
* ensure that procedures and resources are in place so that all people involved in the care and use of animals in the project can meet their responsibilities, including their education, training and supervision, as appropriate
* be competent with respect to the wellbeing of animals used in the project.

To change the PI for a project, a modification application must be submitted and approved by the ACEC at a scheduled meeting. If the new PI has not been a PI in a project overseen by the Secretary’s ACEC previously, they need to also submit:* A current CV
* two independent written references that support the experience of the new PI in the type of work the project involves must be submitted with the modification application.

A [template for references](https://www.dpi.nsw.gov.au/__data/assets/word_doc/0006/1560336/TEMPLATE-Reference-for-new-Principal-Investigator-for-project-overseen-by-Secretarys-ACEC-General-or-Educational-activity-projects.-September-2024.docx) is available to use if you wish.* a certificate as proof of training in animal research ethics within the last 3 years. If you have not undertaken training in this time, we recommend the [ANZCCART Compass Phase 1 training](https://catalog.adelaide.edu.au/browse/pace/compass2024/courses/core-compass-training-for-aec-members-and-animal-users-2024) (all modules).
* A signed[[Secretary’s ACEC Sharing Agreement](https://www.dpi.nsw.gov.au/__data/assets/word_doc/0005/1355468/SECRETARYS-ACEC-Sharing-Agreement.-August-2024.docx#Secretary%E2%80%99s%20ACEC%20Sharing%20Agreement)](https://www.dpi.nsw.gov.au/__data/assets/word_doc/0005/1355468/SECRETARYS-ACEC-SHARING-AGREEMENT.-JULY-2024.docx#Secretary%E2%80%99s%20ACEC%20Sharing%20Agreement)

PI modifications will not be dealt with out of session.**Associate Investigators (AIs)** are any people who as part of the project will be handling animals or undertaking any procedures or interventions that will impact on animals. AIs must be listed on the Animal Research Authority. To add new AIs to the project a modification application must be submitted and approved by the ACEC at a scheduled meeting. AI modifications will not be dealt with out of session.People who are trained and experienced in the procedures and interventions used in the project and assessed by the PI as being competent do not require direct PI supervision when undertaking procedures or interventions. People undergoing training or gaining experience in the procedures and interventions used in the project must always be directly supervised by the PI or competent AIs and must be assessed as competent prior to working without direct supervision of competent investigators. Ensuring competency of all AIs is the ultimate responsibility of the PI.Please note for bird or bat banding projects, the ACEC has agreed C Class bander trainees can be considered as ‘Other Participants’ rather than Associate Investigators as they are always directly supervised by Associate Investigators who are A class banders.**Other Participants** are people not handling or undertaking any procedures or interventions that will impact on animals as part of the project. Other Participants are under the supervision of the Principal or competent Associate Investigators. This may include people helping out with projects such as:* volunteers
* students
* observers
* record keepers
* people accompanying investigators for safety purposes.

It does not include people who are attending educational courses as students or private companion animal owners.For bird or bat banding projects, the ACEC has agreed ‘Other Participants’ can include C Class bander trainees.Other Participants do not need ACEC approval and do not need to be added to the Animal Research Authority. However, depending on the condition applied to the Animal Research Authority for the project, either their details need to be provided on site location notification forms or an Annual Register of their names and involvement in the project needs to be maintained and submitted along with the annual report for the project each year. |