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|  | **JCU SINGAPORE IACUC****APPLICATION FOR A PROTOCOL AMENDMENT** |

***An electronic copy of the application form and proposed animal usage spreadsheet must be emailed to:***

**iacuc-singapore@jcu.edu.au**

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|  | IACUC NUMBER | A  |
| Instructions:* In Q4 List using numbers, each of your proposed changes using a few words e.g. 3 year time extension, add staff, change to procedure-muscle biopsy, etc.
* In Q5 Outline to the IACUC the part of your original project that you want to change so the IACUC can understand what you have approved currently.
* In Q6 Describe each of the proposed amendments using the same numbering references as in Q4.
* In Q7 Justify why you need to make each amendment to your project.
* In Q8 and 9 Outline whether the amendments may change the impact the project will have on the animals: will they increase the impact, decrease it or no change. If it changes the impact explain how and if it increases the impact, provide details in Q9 about how this impact could be managed e.g., pain relief, increased monitoring, etc.
* If you are adding personnel or changing the role of personnel, complete Q1-4 and the table in Q11.
* If you need URGENT APPROVAL BEFORE THE NEXT IACUC MEETING and your amendments are minor (minimal change in impact on the animals, minor changes to procedures, small increases (<2.5%) in animal numbers, etc.) and where there has not been repeated previous amendments. Answer Yes in Q12 and provide a reason for this urgency.
* All information the IACUC requires to review and approve your amendment request must be contained in this document. Do not reference previous applications or papers, unless these have been summarised in this document.
* If only making an amendment to personnel you only need to complete that section of the form.
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**ADMINISTRATION**

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| **1** | **Title of project** |  |
| **2** | **Principal Investigator** |  |
| **3** | **Phone contact** (in case there are questions at or before the AEC meeting and we need to get in touch) |  |
| **3** | **Contact No. and Email** (for pre-meeting questions) | @ |
| Phone: |
| **4** | **Discipline** |  |
| **5** | **Briefly list each proposed change**  |  |

**DETAILS OF THE PROPOSED AMENDMENTS**

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| **6** | **Briefly outline details of what was originally approved that relate to the points being amended** |
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| **7** | **Describe each proposed amendment in detail**  |
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| **8** | **Why is/are this/these amendment(s) necessary?**Justify to the IACUC why it is necessary to make each amendment |
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| **9** | **Describe any change in impact on the animals that will result** |
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| **10** | **How will any increase in impact be managed?** |
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| **11** | **Replacement, Reduction, Refinement****Do any of these amendments address the 3Rs? If so explain how** |
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**PERSONNEL CHANGES (Please sign declarations at the end of the application)**

If more than one person, copy and paste in extra tables

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| **12** | **Addition of Personnel or Change in Role of Personnel** |
| **Title first and last names** |  |
| **Qualifications**  |  |
| **Phone** |  | **Mobile** |  |
| **Email**  |  |
| **Division, school** or **Organisation** |  |
| **What is your relationship to JCU?**  |  |
| **JC Number (if applicable)** |  |
| **Does this project contribute to a higher degree by research?** | No[ ]  | Yes[ ]  | If ‘Yes’, which degree (PhD, MSc etc) |
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| **Role** What will be your role in the project?  |
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| **Experience**Outline your experience in the role/experience/species used or outline how you will be trained and supervised until competent. |
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**13 URGENT APPROVAL BEFORE THE NEXT IACUC MEETING**

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| Do you require **urgent** approval of these amendments **before the next IACUC meeting?**  | [ ]  Yes | [ ]  No |
| If “yes’ what is the reason for this urgency? |

**14 Signatures**

The Principle Investigator must sign the declaration below. However, if the PI is a student, their Supervisor needs to sign.

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Investigator** | Name | Signature  | Date |
| **Supervisor \*** | Name | Signature | Date |

**\* If the Principal Investigator is a student, their Supervisor must also sign**

**New Investigator Declaration** (If applicable, Add more rows if necessary)

Please note that if it is not possible to get all signatures on the one document, we will accept signatures on multiple copies of this page.

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| **Project Title** |  |
| I declare that:1. **I have been provided with and read this IACUC Application and all referenced SOPs and agree to my role in this project**.
2. My experience outlined in Question 3 above is true and correct.
3. I have undertaken RUCLA training and are aware of animal ethics obligations according to the Singaporean Guidelines for the Care and use of Animals for Scientific Purposes
4. I will ensure that the scope of monitoring the wellbeing of the animals at all stages of their care and use in the project is clearly outlined and communicated to all parties;
5. I undertake to inform the Principal Investigator of any changes to the proposed procedures or details given in this form subsequent to its submission (including change of contact details) by submitting an Amendment Application;
6. I will notify the Principal Investigator immediately if any Unexpected Adverse Events occur.
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|  | **Name** | **Signature** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |