

Staff Amendment Request for Multiple Projects

**Should I use this Amendment Request?**

This form is to request the addition/removal of a team member to/from multiple project approvals. This form is only appropriate for project approvals held under the same Chief Investigator, and the duties described must be applicable and approved across all studies (e.g. monitoring requirements or procedures common to all applications). Please contact the Animal Ethics team (animalethics@westernsydney.edu.au) if you are unsure as to whether this form is appropriate for your amendment.

**If you are unable to use the tick boxes on this template, please delete the option/s which do not apply.**

# Section 1: Overview

* 1. List all projects for which this staff amendment is relevant

Note: Add a new row as required

|  |  |
| --- | --- |
| **ACEC Number** | **Project Title** |
|  |  |
|  |  |

**1.2.** Name of Chief Investigator:

**1.3.** **Indicate the nature of the staff amendment**

Add student/investigator/professional staff Complete Section 2.1

Remove student/investigator/professional staff Complete Section 2.3

**1.4.**  Please justify why a combined staff amendment form has been submitted.

Note: The duties to be performed by the additional team member(s) must be applicable and approved across all studies.

# Section 2: Changes to the Research Team

**2.1.** Adding a person to approved protocols

Note: Add a copy of all the questions under 2.1 for each person being added

2.1.1. Title:

2.1.2. First Name:

2.1.3. Last Name:

2.1.4. School/Institute Name:

2.1.5. Work Phone:

2.1.6. After Hours Phone:

2.1.7. E-mail address:

2.1.8. Indicate the role of this person in the project:

Student  Investigator  Chief Investigator

Western Student ID: Western Staff ID: Western Staff ID:

Professional Staff  Non-Western Student  Non-Western Investigator

Western Staff ID: Institution: Employer:

2.1.9. Provide details of relevant qualifications, animal ethics training, and experience of the new person:

*I certify that I have read the applications and understand my obligations and responsibilities and those of the research team.*

Signature of new team member: Date:

**2.2.** **Technical Competence**

Note: Add a new table for each person being added

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Investigator / Student / Staff:**  **Note:** Insert or delete rows as required. | | | | |
| **Procedures to be carried out by the team member**  (as relevant and approved for all projects listed in 1.1) | **Species Involved** | **Current experience and/or training required** | **Investigator Competent or Not Yet Competent?** | **Date achieved competency** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**2.3.** **Remove a person from an approved protocol**

Note: Add a copy of all the questions under 2.2 for each person being removed

2.3.1. Full Name:

2.3.2. School/Institute/Organisation:

# Section 3: Declaration of Chief Investigator

**All the details provided in this staff amendment request are correct and I agree to ensure that any changes will not be implemented until a revised Animal Research Authority has been issued.**

I have reviewed the details of the approved ACEC Application for this project and I confirm:

|  |  |
| --- | --- |
| That the aims of the project are unchanged. | Yes  No |
| That any required licenses remain current. | Yes  No |
| That the Purpose category for this project is unchanged. | Yes  No |
| That the Procedure category for this project is unchanged. | Yes  No |
| That no person participating in the project has had any Animal Research Authority or Animal Supplier’s License cancelled | Yes  No |
| That the procedures listed above are already approved on all projects listed | Yes  No |

I am familiar with the NSW Research Act and the Regulation, the *Australian code of practice for the care and use of animals for scientific purposes* 8th Edition and that under my responsibilities as set out in these documents,

I accept responsibility for the conduct of the project as outlined in the approved application and this amendment request.

I accept responsibility for ensuring that each person involved in this project has the level of experience, skill and training appropriate for their role in this project. Where there are any gaps, I undertake to address the issue.

I confirm that there are adequate resources available to conduct this project.

I confirm that all the persons involved in this project have access to the approved application, any amendments and related correspondence with the ACEC.

If confirm that all other persons involved with this project have received or have access to a copy of this application, and will receive a copy of any associated correspondence or documentation from the ACEC

Name of Chief Investigator:

Signature: Date:

Forward this completed and signed form and all relevant attachments to [animalethics@westernsydney.edu.au](mailto:animalethics@westernsydney.edu.au)

This amendment will be reviewed at the next available ACEC meeting. See [Meeting dates and submission deadlines](https://www.westernsydney.edu.au/research/research_ethics_and_integrity/animal)