

AEC Executive APPLICATION AMENDMENT GUIDE

Research Ethics and Integrity - Animal Ethics

Executive process overview

The purpose of the Executive is to deal with low-risk submissions for the six UQ AEC committees e.g. minor amendments as approved by the UQ Animal Ethics Management Committee (AEMC) and in line with the requirements of the Animal Use Code, clause 2.2.23. Following is the current table of criteria which must be met for an amendment to be considered by the Executive Committee.

ITEM #	MINOR AMENDMENT CRITERIA
1	<p>Project extension</p> <p>Extension of duration of ethical approval up to a maximum of 2 years (5-years in total from original project approval date) with justification.</p> <p>NB. Can be considered as an independent amendment, or in combination with one of the other approved minor amendment criteria below.)</p>
2	<p>Change in animal sex</p> <p>NB. – Not breeders, thereby increasing animal numbers.</p>
3	<p>Change of a strain or breed (without increasing number of animals), where the new strain/breed does not change animal welfare, as currently approved.</p>
4	<p>Change of personnel</p> <p>Including CI (with evidence of appropriate qualifications or experience, training, supervision, Online Training Module completion³, and nomination etc.</p> <p>³The Code S2.1.8(v): ensuring that the care and management of animals is under the direction of competent people with appropriate animal care or veterinary qualifications or experience.</p>
5	<p>Change to Emergency Contact</p>
6	<p>Change of Source</p> <p>Only when no other parameters have changed e.g no new method of transport- <i>unless aligns with item 8 below</i></p>
7	<p>Change of Location</p> <p>NB. Only UQ inspected facilities can be nominated.</p> <p>May require the addition of the Facility Manager, if not already on approved application.</p>
8	<p>Change to Method of Transport</p> <p>NB: Only acceptable with associated AEC approved SOPs.</p>
9	<p>Change to “fate of animals” post-mortem</p> <p>e.g. to add tissue sharing or cadaver use at the end of the project</p>