# Project Amendment Form

## Victorian Schools Animal Ethics Committee

The **Project Amendment Form** must be completed, submitted to the VSAEC, and approved *prior* to enacting the proposed amendments to the project.

Project amendments include:

* increasing the total number of animals in the project
* adding a staff member to the project
* making a minor change to a procedure or protocol in the project
* extending project duration
* requesting other change

Do not use this applicationwhen:

* an animal dies – please use the [Adverse Event Report](https://animalcare.eduweb.vic.gov.au/home/AdverseSwitch.aspx) and Post-Mortem report instead.
* a staff member leaves without replacement – please notify the VSAEC at: [animalethics@education.vic.gov.au](mailto:animalethics@education.vic.gov.au)

Once completed and signed, email this form to [animalethics@education.vic.gov.au](mailto:animalethics@education.vic.gov.au).

### PROJECT OVERVIEW:

**School Information**

SPPL Number:

School Name:

Teacher/Applicant Name:

Principal Name:

**Project Application Details**

Title of Project:

Approval Reference Number:

Application Approval Date:

### PROJECT AMENDMENT REQUEST DETAILS:

**Proposed date for enactment of project amendment(s):** (DD/MM/YYYY format)

**What type of amendment(s) are you proposing? Please select from the section below and provide details in the space provided for each request.**

1. **INCREASING OR DECREASING THE TOTAL NUMBER OF APPROVED ANIMALS IN THE PROJECT**

|  |  |
| --- | --- |
| Provide details of the species and number you want to add or remove |  |
| Describe the implications of the proposed changes for animal welfare |  |
| Describe how negative impacts will be reduced |  |

1. **ADDING A STAFF MEMBER TO THE PROJECT**

|  |  |
| --- | --- |
| Describe the reason/s for the addition of new staff member/s |  |
| Describe the implications of the additional staff member/s for animal welfare |  |
| Provide details of the new staff member/s | Name:  Qualifications:  Experience:  Role in the project: |

1. **MAKING MINOR CHANGES TO PROCEDURE OR PROTOCOL**

|  |  |
| --- | --- |
| Describe the proposed changes to the procedure/protocol |  |
| Describe the implications of the proposed changes for animal welfare |  |

1. **EXTENDING PROJECT DURATION**

|  |  |
| --- | --- |
| Provide new end date and reason for requesting more time to complete the project |  |
| Describe the implications of the extension for animal welfare |  |

1. **ANOTHER CHANGE**

|  |  |
| --- | --- |
| Describe the proposed changes |  |
| Describe the implications of the proposed changes for animal welfare |  |

### DECLARATION:

* I declare that the information provided above is accurate.
* A Principal-class employee at my school is aware of this request.

|  |  |
| --- | --- |
| Name of Teacher: |  |
| Signature of Teacher: |  |
| Name of Principal-class employee: |  |
| Date (dd/mm/yyyy): |  |

|  |  |  |
| --- | --- | --- |
| *For administrative use only* | | |
| Document name: | Approval date: | Date of next review: |
| Project Amendment Form | 5 July 2021 | 5 July 2023 |