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**Return completed form: animal.ethics@usq.edu.au**

UniSQ AEC Standard Operating Procedure

Amendment Checklist

**Instructions for Use:**

* This form should be completed and submitted electronically.
* Signatures can be electronic or hard copies.
* All text boxes will expand automatically to accommodate entry. Do not remove or alter the formatting.
* Answers should be given in everyday language.
* If revisions are required to Standard Operating Procedure (SOP), use "Track Changes" to highlight where amendments have occurred.
* Submit the SOP amendment checklist, revised SOP and any revised or new supporting documentation to [animal.ethics@usq.edu.au](mailto:animal.ethics@usq.edu.au).

|  |  |
| --- | --- |
| **1. SOP details** | |
| UniSQ AEC Reference ID |  |
| SOP title |  |
| Current SOP expiry date |  |
| Sponsor name |  |

|  |  |  |
| --- | --- | --- |
| **2. Amendment overview** | | |
| Ensure the changes indicated below are outlined within the approved version of the animal ethics SOP using “track changes.” | | |
| **Yes** | **No** | **Does this amendment involve a change to the:** |
|  |  | SOP title |
|  |  | species of animal to be used |
|  |  | purpose of the SOP |
|  |  | substance(s) to be administered |
|  |  | equipment/ materials required |
|  |  | location(s) where procedures will be undertaken |
|  |  | procedure(s) undertaken |
|  |  | training, qualification or competency requirements |
|  |  | other changes; outline below: |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **3. Do you require an extension to the approval period?** | | |
| **No** |  | ☞ go to next question |
| **Yes** |  | Note: An SOP must be reviewed by the AEC every 3 years. Therefore, SOPs only receive approval for 3 years at a time.  If approval for SOP lapses, the SOP cannot be used, and all impacted projects using the SOP will be suspended. |

|  |  |  |  |  |
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| **Principal Investigator Declaration** | | | | |
| I, the undersigned, declare that I:   * Will not undertake any work outlined in this amendment and revised Standard Operating Procedure (SOP) until full approval from the University of Southern Queensland Animal Ethics Committee (UniSQ AEC) has been confirmed; * accept ultimate responsibility for the ethical conduct of the research in accordance with the principles outlined in the University's **Research Code of Conduct Policy;** the **Australian Code for the Responsible Conduct of Research, 2018; Animal Care and Protection Act (QLD), 2021; Australian Code for the Care and Use of Animails for Scientific Purposes, 8th ed., 2012 (The Code);** and pursuant policy and procedure; * undertake to conduct this SOP in accordance with the protocols and procedures outlined in the SOP as approved by the University of Southern Queensland Animal Ethics Committee (UniSQ AEC); * will inform the UniSQ AEC of any changes to the protocol after the approved of the UniSQ AEC has been obtained in accordance with the University's **Animal Ethics Committee Procedure**; * will comply with reporting requirements to the UniSQ AEC as outlined in the Code, and conditions of approval by the UniSQ AEC and any other directives of the UniSQ AEC, and/or UniSQ; * have read and agree to comply with the University's **Research Data and Primary Materials Management Procedure** and pursuant policy and procedures, and have a plan for managing and/or sharing Research Data securely; and, * understand and agree that project files, documents, research records, research data, primary materials and any other documentation associated with this SOP may be subject to inspection by the University of Southern Queensland, the UniSQ AEC, a research integrity officer, the sponsor, or an independent body for auditing and/or monitoring purposes. | | | | |
| **Principal Investigator** | Name: |  | | |
| Signature: |  | Date: | Click to enter date. |

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