



Procedure title:

When is an application an amendment and when it is a new application.

Purpose:

1. To describe when an application is an amendment and when is it a new application

Scope:

1. The SOP is applied to Protocol applications and amendments

References:

- 1.

Terminology / Abbreviations:

AEC : Animal Ethics Committee

Procedure:

1. The AEC will accept amendments to a protocol with the following stipulations:
 - 1.1 No more than two amendments are allowable per project.
 - 1.2 An amendment does not involve a change in the original study design
 - 1.3 Minor change in sample size with justification e.g. addition of up to 10 animals
 - 1.4 Errors are noted in the original study design which need to be corrected
 - 1.5 The changes are minor in nature e.g. changes in housing conditions, or movement of a study to another site.
 - 1.6 Correcting simple typing errors, need not be submitted by an amendment, but through a letter to the AEC secretariat.
2. Amendment forms will not be accepted for the following:
 - 2.1 Additional phases are added onto a study
 - 2.2 A third amendment is required.
 - 2.3 The approved study design needs major change
 - 2.4 Change in species or addition of another species to a study
 - 2.5 A large change in sample size is required

The amendment form on the AEC website needs to be completed for an amendment. This needs to be submitted together with the original application attached. For ease of submission, please submit the two applications as one PDF file