

Appendix - Amendment Documentation Checklist

	Required documents	Supporting documents (where applicable)
Minor Amendments (Administrative or AAV)		
Project Title	<ul style="list-style-type: none"> AEEC form cover page 	<ul style="list-style-type: none"> Grant allocation letter
Animal License	<ul style="list-style-type: none"> Valid Animal licence (with at least 2 months validity) 	
Personnel involved in experimental procedures (Add/remove users)	<ul style="list-style-type: none"> Personnel amendment cover page with PI and new users' signatures Valid Animal license (with at least 2 months validity) 	<ul style="list-style-type: none"> Training record
Extension of Project	<ul style="list-style-type: none"> Justification letter from PI 	
Change PI	<ul style="list-style-type: none"> Letter from PI AEEC form with PI and Department Chair or School Director's signature 	
Location for research	<ul style="list-style-type: none"> Relevant experimental forms Valid Animal license with <u>new location listed</u> (with at least 2 months validity) 	<ul style="list-style-type: none"> Animal movement arrangement Approval from facility manager
Animal strain/Quota (<10%)	<ul style="list-style-type: none"> Relevant experimental forms Valid Animal license (with at least 2 months validity) 	<ul style="list-style-type: none"> Supporting literature Current findings Power calculations Any adverse events
Humane endpoint/analgesic anaesthesia method	<ul style="list-style-type: none"> Relevant experimental forms 	<ul style="list-style-type: none"> Discussion with vet Supporting literature Current findings Any adverse events
Minor changes in experimental Procedures	<ul style="list-style-type: none"> Relevant experimental forms 	<ul style="list-style-type: none"> Supporting literature Current findings Power calculations Any adverse events
Major Amendments (DMR or FCR)		
Major changes in experimental procedures	<ul style="list-style-type: none"> Relevant experimental forms 	<ul style="list-style-type: none"> Supporting literature Current findings Power calculations Any adverse events
Additional procedures	<ul style="list-style-type: none"> New experimental forms Valid Animal license <u>with new procedures</u> (with at least 2 months validity) 	<ul style="list-style-type: none"> Supporting literature Current findings Power calculations Any adverse events
Animal quota (>10%)	<ul style="list-style-type: none"> Relevant experimental forms Valid Animal license (with at least 2 months validity) 	<ul style="list-style-type: none"> Supporting literature Current findings Power calculations Any adverse events
Food or fluid restriction	<ul style="list-style-type: none"> Relevant experimental forms 	<ul style="list-style-type: none"> Supporting literature Current findings Any adverse events
Physical restraint	<ul style="list-style-type: none"> Relevant experimental forms 	<ul style="list-style-type: none"> Supporting literature Current findings Any adverse events
Change in the use of hazardous agents	<ul style="list-style-type: none"> Relevant experimental forms 	<ul style="list-style-type: none"> Supporting literature Current findings Any adverse event Safety Approval memo