

Quick Guide to use Personnel Amendment Forms

The form PA-1 and PA-2 are for personnel amendments on AEEC approved protocols using word formatted forms.

Before filling in the form, please prepare the following document(s):

- Animal license(s) from Department of Health (at least 2 months validity)

Form PA-1

Please fill in approved protocol details.

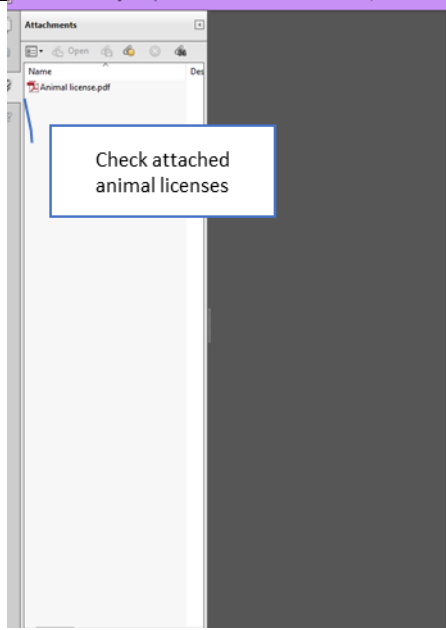
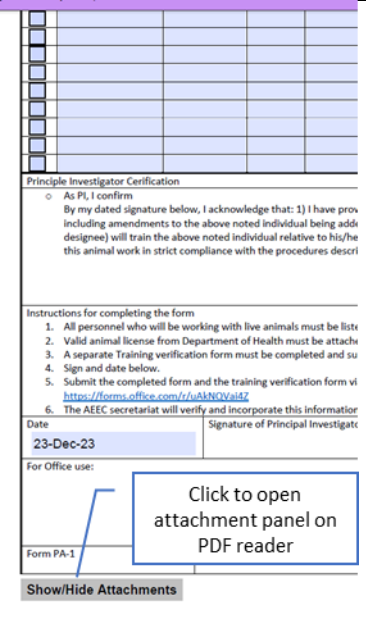
Please list all personnel that will be involved in animal experimental procedures, including existing and new personnel.

Personnel indicated for animal monitoring may be contacted when animal welfare concerns are discovered.

Please use an additional form if there will be more than 10 users.

Animal Experimentation Ethics Committee Chinese University of Hong Kong Personnel Amendment Cover Page for Approved AEEC Protocol							NOTE: No personnel may perform an experimental procedure until the signed form PA-1, PA-2 and valid animal license has been verified by AEEC.
Approved Protocol Details							
Title					Approved protocol title xxxx		
Name of Principal Investigator				Chan Tai Man		AEEC Ref. No.	YY-XXX-GRT
Personnel Involved in the Animal Experimental Procedures							
Animal Monitor	Name	Email	Phone	DOH License	Expiry Date	CHS Training (For Office Use)	
<input type="checkbox"/>	Chan Siu Man	chansiuman@cuhk.edu.hk	394XXXXX	(yy-xxx) in DHHT&A/XXXX PLX	31-Dec-24		
<input type="checkbox"/>							
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Principle Investigator Certification							

You may click **Show/Hide Attachments** to see attached licenses on the Attachments tab.

<p>Please use Adobe Sign for the electronic signature. You may not edit the document after signature.</p> <p>*If the principal investigator is unable to electronic sign the form, please submit both electronic form with attachments and scanned signed copy.</p>	<p>Instructions for completing the form</p> <ol style="list-style-type: none"> 1. All personnel who will be working with live animals must be listed on the form. 2. Valid animal license from Department of Health must be attached 3. A separate Training verification form must be completed and submitted. 4. Sign and date below. 5. Submit the completed form and the training verification form via AEEC forms: https://forms.office.com/r/uAkNQVai4Z 6. The AEEC secretariat will verify and incorporate this information with the existing protocol. 	
	<p>Date</p>	<p>Signature of Principal Investigator</p>
<p>For Office use:</p>		
<p>Form PA-1</p>	<p>Approved 3 Oct 2023</p>	<p>Version 1</p>
<p>Show/Hide Attachments</p>		

<p>Form PA-2</p>																			
<p>Please ensure the name matches form PA-1.</p> <p>Example of Training/Experience: ORKTS Animal Ethics Certificate - 11/11/2023 LASEC Animal Handling Workshop – 8/11/2023 Successfully conducted 50 cranial window surgery since October 2020. Conducted 30 behavioral tests in mice, including open field and rotarod tests, trained by Prof. Chan</p>	<table border="1"> <tr> <td colspan="2" style="text-align: center;"> Animal Experimentation Ethics Committee Chinese University of Hong Kong Personnel Amendment Supplement Page for Approved AEEC Protocol </td> <td style="text-align: right;"> Page 1 of 1 </td> </tr> <tr> <td colspan="2"> AEEC Ref. No. </td> <td> Instructions: List the name of training, date, nature and instructor (if applicable). See example. </td> </tr> <tr> <td>Name</td> <td>Training/Experience in past 5 years</td> <td>Years of experience with species</td> </tr> <tr> <td>Signature</td> <td></td> <td>Years of experience with procedures</td> </tr> <tr> <td>Name</td> <td>Training/Experience in past 5 years</td> <td>Years of experience with species</td> </tr> <tr> <td>Signature</td> <td></td> <td>Years of experience with procedures</td> </tr> </table>	Animal Experimentation Ethics Committee Chinese University of Hong Kong Personnel Amendment Supplement Page for Approved AEEC Protocol		Page 1 of 1	AEEC Ref. No.		Instructions: List the name of training, date, nature and instructor (if applicable). See example.	Name	Training/Experience in past 5 years	Years of experience with species	Signature		Years of experience with procedures	Name	Training/Experience in past 5 years	Years of experience with species	Signature		Years of experience with procedures
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