To add a new staff member to an approved project, complete the information below and attach the appropriate *Participant Information Form* (Form A for change of Principal Investigator or Form B for addition of other participants). Delete the form that isn’t relevant to your submission.

1. **Project Details:**

|  |  |
| --- | --- |
| Project No. |  |
| Title |  |
| Lead Organisation |  |

1. **Addition of Staff:**

Insert rows as required if adding more than one staff member

|  |  |  |
| --- | --- | --- |
|  | | **Declaration/Disclosure Attached?** |
| **Participant Category** | **Name** |  |
| Choose an item. |  | Yes  No |
| Choose an item. |  | Yes  No |

1. **Removal of Staff:**

Please advise us if any staff are no longer working on this project.

|  |
| --- |
| **Name(s)** |
|  |

1. **Authorisation/Signature**

This form is to be signed by the Principal Investigator (for changes to participants of a project). For changes to the Principal Investigator, this form is to signed by a representative of the Licensee.

|  |  |  |
| --- | --- | --- |
|  |  | on |
| Full Name | Signature | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Department/Organisation: |  |  |  |
| License No: |  |  |  |

PARTICIPANT INFORMATION, DECLARATIONS and DISCLOSURES

**FORM A** – **PRINCIPAL INVESTIGATOR**

NOTE: the Principal Investigator (PI) is required to accept accountability for the conduct and outcome of the project, therefore their role requires them to supervise, direct and coordinate the other investigators and steer the direction of the project. This means that the PI needs to have authority over the other participants on the project, and must be someone who has the knowledge and experience to make the ultimate decisions regarding the project. The PI cannot be a student, peripheral participant or someone who is subordinate to another participant in regards to the conduct of the project. The organisation employing the PI will be the Lead Organisation responsible for the project and must therefore hold a Licence for animal research and teaching in the Northern Territory.

The PI may not be able to/want to coordinate and oversee the administrative duties of the animal ethics process, so can delegate this role to another investigator. If this is the case provide the name and contact details of this person at the bottom of this page. NB However, the PI will remain the only person who can sign off on the ethics paperwork.

The following information is used to determine whether Animal Research Permit/s will be granted by the CDU AEC under the NT *Animal Welfare Act*, and thus **completion in full** is compulsory.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Title: |  | | |
| Date of Birth: |  | | |
| Position and Qualifications: |  | | |
| Organisation/Dept/School |  | | |
| Address for Correspondence: |  | | |
| Telephone Number: |  | | |
| Email: |  | | |
| Fax: |  | | |
| As the PI, detail your role in the project: | | | |
| Outline your experience relevant to your role, the procedures and the species being used in this project: | | | |
| Last animal ethics training workshop attended | | | |
| Place | | Date | Provided by\* |
|  | |  |  |

\*If not provided by CDU please provide Certification of Attendance/Completion

I would like to delegate the administrative duties for this project to **Click here to enter text.** Who will also be the administrative contact for AEC correspondence. Their Contact details are: **Click here to enter text.**

**Disclosure:**

In the last 10 years, either in Australia or overseas, have you:

1. Been found guilty by a court or been served with an infringement notice for an

offence under animal welfare legislation or involving an animal? Y/N

1. Been found guilty by a court of an offence involving an animal? Y/N
2. Had an animal research approval suspended or terminated by an Animal Ethics

Committee as a result of non-compliance or misconduct? Y/N

1. Undergone disciplinary action by an employee regarding your performance or

involvement in the care or handling of animals? Y/N

If the answer is ‘Y’ to any of the above questions, please provide details below:

|  |
| --- |
|  |

**Declaration:**

I **[INSERT FULL NAME]** solemnly and sincerely declare that:

1. I will provide adequate project supervision, ensure animal health and wellbeing and oversee the conduct of all staff participating in the project such that I will take overall responsibility for all aspects of the conduct of the project;
2. I am responsible for this project application and agree to fulfil my role in the project as outlined in the application and according to any conditions proposed by the Animal Ethics Committee;
3. I will comply with the Animal Ethics Committee’s requirements for reporting and understand that failure to provide reports on time without acceptable justification, will result in a suspension to my Project Approval and Permit;
4. I certify that the use of animals and my conduct in this project will comply with the Animal Welfare Act and the current edition of the Australian code for the care and use of animals for scientific purposes, NHMRC Policies, CDU AEC Policies and Procedures and any directions given by the CDU AEC;
5. I have provided the information contained within this application and any attachments to it, for the purpose of obtaining a Permit to conduct a teaching or research program or programs under the *Animal Welfare Act;* and
6. The contents of this declaration are true; and
7. I am aware that it is an offence to make a statutory declaration that is false in any material particular.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | at | on |
| Full Name | Signature | Place | Date |

**PARTICIPANT** **INFORMATION, DECLARATIONS and DISCLOSURES**

**FORM B – PARTICIPANT**

**(Co-investigator or person performing animal work unsupervised)**

Supply one Declaration and Disclosure Form per person listed in Q2.

The following information is used to determine whether Animal Research Permit/s will be granted by the CDU AEC under the NT *Animal Welfare Act*, and thus **completion in full** is compulsory.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Title: |  | | | |
| Date of Birth: |  | | | |
| Position and Qualifications: |  | | | |
| Organisation/Dept/School |  | | | |
| Address for Correspondence: |  | | | |
| Telephone Number: |  | | | |
| Email: |  | | | |
| Fax: |  | | | |
| Student Number\*: | | | IRMA ID: | |
| Role in Project: | | | | |
| Outline your experience relevant to your role, the procedures and the species being used in this project: | | | | |
| Last animal ethics training workshop attended | | | | |
| Place | | Date | | Provided by\*\* |
|  | |  | |  |

\*For CDU HDR students only, please supply your Student Number and IRMA ID in the space provided

\*\*If not provided by CDU please provide Certification of Attendance/Completion

**Disclosure:**

In the last 10 years, either in Australia or overseas, have you:

1. Been found guilty by a court or been served with an infringement notice for an

offence under animal welfare legislation or involving an animal? Y/N

1. Been found guilty by a court of an offence involving an animal? Y/N
2. Had an animal research approval suspended or terminated by an Animal Ethics

Committee as a result of non-compliance or misconduct? Y/N

1. Undergone disciplinary action by an employee regarding your performance or

involvement in the care or handling of animals? Y/N

If the answer is ‘Y’ to any of the above questions, please provide details below:

|  |
| --- |
|  |

**Declaration:**

I, **[INSERT FULL NAME]** solemnly and sincerely declare that:

1. I have read the project application and agree to fulfil my role in the project as outlined in the application and according to any conditions proposed by the Animal Ethics Committee;
2. I certify that the use of animals and conduct of this project will comply with the Animal Welfare Act and the current edition of the Australian Code for the Care and Use of Animals for Scientific Purposes, NHMRC Policies, CDU AEC Policies and Procedures and any directions given by the CDU AEC or NT Animal Welfare Authority;
3. I have provided the information contained within this Project Application and any attachments to it, for the purpose of obtaining a Permit to conduct this research / teaching project under the *Animal Welfare Act;*
4. The contents of this declaration are true; and
5. I am aware that it is an offence to make a statutory declaration that is false in any material particular.

Project Title:

Date project application signed by the Principal Investigator:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | at | on |
| Full Name | Signature | Place | Date |