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| **For Office Use Only** |
| Protocol number: | Click or tap here to enter text. |
| Principal Investigator: | Click or tap here to enter text. |
| Category of Invasiveness: | Choose an item. |
| Purpose of animal use: | Choose an item. |
| Expiry date: | Click or tap to enter a date. |

**Amendment and Renewal Form**

CONFIDENTIAL

Laboratory and Fieldwork protocols have an approval period of one (1) year with the possibility of two (2) renewals annually conditional upon approval of the SMU Animal Care Committee.

If work is to continue beyond the 3 years, a Study Closure Report must be sent to the Animal Care Coordinator and the protocol will be marked as "Closed", and a new full protocol submission must be submitted for review by the SMU Animal Care Committee at the end of the approval period.

Protocol renewals must include a detailed progress report specifying how objectives were/were not met, and why more animals need to be used/reused. The report should include any refinements to husbandry or procedures.

For more information on minor and major amendments, please refer to the [SMU ACC Review Process Document](https://www.smu.ca/webfiles/SMUACCReviewProcess.pdf).

**Type of protocol:**

[ ]  This is an **amendment** to an approved protocol

[ ]  This is a **renewal** of an approved protocol

[ ]  This is a **renewal with amendments**

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| PROJECT INFORMATION |
| **Protocol #:** Click or tap here to enter text.Title: Click or tap here to enter text.Principal Investigator or Course Instructor: Click or tap here to enter text.Funding Source (including grant # if applicable): Click or tap here to enter text. |
| AMENDMENTS [ ]  N/A |
| **NOTE:** An amendment may be used for minor changes to an approved protocol and are reviewed by a subcommittee or full committee depending on the nature of the amendment. See [SMU ACC Review Process –](https://www.smu.ca/webfiles/SMUACCReviewProcess.pdf) [Amendments of Active Protocols for more information. Major changes require submission of a new protocol.](https://www.smu.ca/webfiles/SMUACCReviewProcess.pdf) The decision as to whether a modification to an existing protocol is a major or minor modification is a judgment reserved for the ACC Chair and the SMU Consulting Veterinarian.**Nature of amendments:**[ ]  Changes to personnel involved in the project.[ ]  Changes to the species or number of animal(s) involved in the protocol.[ ]  Changes to the procedures involved in the protocol.**Changes to personnel involved in the project** [ ]  **N/A**List of personnel to be added to the project:

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| --- | --- | --- | --- |
| Name | Title / Position | Email | Training Completed / Submitted (Y/N) |
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List of personnel who have left the project:

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| Name | Title / Position |
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Changes to the species or number of animals involved in the protocol [ ]  N/ANew species to be added:

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| --- | --- | --- | --- |
| Animal Species(common name) | Number of animals per year | Source of animals(include permit # if applicable) | Expected baseline mortality (%)  |
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Justification for addition of new species:Click or tap here to enter text.Species to be removed:

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| Animal Species(common name) | Number approved in protocol |
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Change in number of animals being used:

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| Animal Species(common name) | Number approved in protocol | Additional number requested | Expected baseline mortality (%) |
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Justification for increase (or decrease) in number of animals to be used:Click or tap here to enter text.Changes to the procedures involved in this protocol [ ]  N/APlease describe any changes to procedures (including housing, handling, drugs, care, etc.).Click or tap here to enter text.Reason for changes:Click or tap here to enter text.Please outline any changes to expected pain/distress experienced by the animals, and how pain/distress will be alleviated:Click or tap here to enter text.Please outline any changes to the scientific endpoints, cumulative endpoints, and/or humane intervention points in the project:Click or tap here to enter text.Other changes to the protocol [ ]  N/APlease describe any other changes to the protocol:Click or tap here to enter text. |
| RENEWAL [ ]  N/A |
| Number of animals:

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| --- | --- | --- | --- | --- |
| Animal Species(common name) | Number of animals approved on current protocol | Number of animals used under current protocol  | Number of animals requested for renewal of protocol | Expected Baseline Mortality (%)  |
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Please provide additional information here if needed:Click or tap here to enter text.Permits [ ]  N/A Please submit copies of relevant permits to the Animal Care Coordinator. Note: Renewals without relevant permits will not receive full approval until they are received by the Animal Care Coordinator.

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| Permits applied for | Permit obtainedYes / No | Permit number |
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Have post approval monitoring (PAM) requirements been fulfilled? Choose an item.Note: PAM requirements are listed on the protocol NOA and must be completed within the one-year approval period. |
| PROGRESS REPORT |
| Please describe in detail the progress made in this study to date.Click or tap here to enter text.Describe any unexpected animal morbidity or mortality encountered. Please include approximately how many animals were affected.Click or tap here to enter text.Describe any refinements in husbandry or procedures to improve animal welfare. Include any changes to final disposition.Click or tap here to enter text.Describe any changes to your scientific endpoints, humane intervention points, or cumulative endpointsClick or tap here to enter text.If this is a renewal of a protocol involving fieldwork, please provide a summary outlining whether any non-target species were captured. Please include information on all animals injured or killed unintentionally, along with any treatments given and any precautions or recommendations to reduce such instances in the future.Click or tap here to enter text.Describe any changes you plan to make to your procedures in the coming year which will recognize the CCAC's Three Rs principle of Reduction of numbers of animals used, Refinement of procedures to minimize stress on animals, and Replacement of animals with alternatives where possible.Click or tap here to enter text. |
| DECLARATION & SIGNATURE |
| By clicking the I certify and submit button below, the Principal Investigator indicates agreement to all terms and conditions applied to the original protocol and any amendment(s) outlined above. No other changes can be made to this protocol without further approved amendments or submission and approval of a new protocol to cover them.[ ]  **I certify and submit** **Date submitted:** Click or tap to enter a date.Email to: animalcare@smu.ca  |
| Note: this form cannot be processed unless all sections are completed. Any amendment(s)/renewal of a previously approved protocol is subject to approval by the SMU Animal Care Committee. Amendments are valid until the expiration of the approval of the originally submitted protocol. |