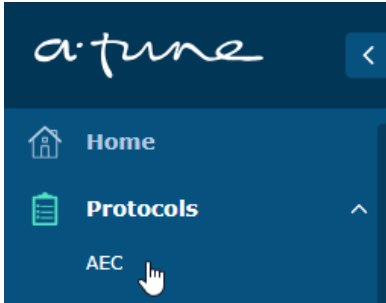


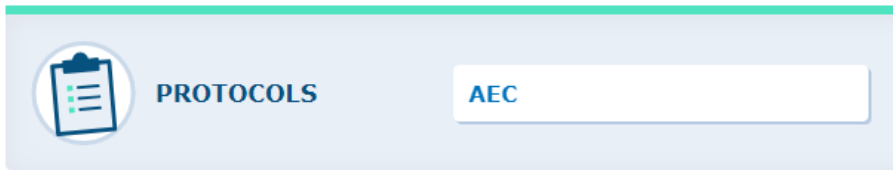
Create an Application Amendment

This page will walk through the steps required to make an amendment to an existing AEC application in tick@lab.

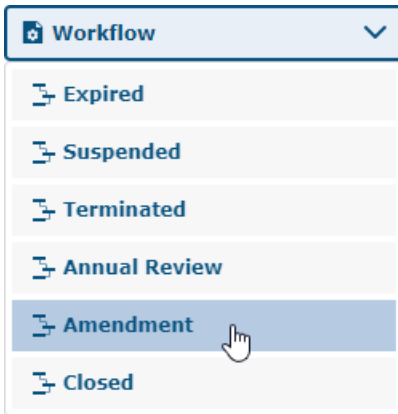
1. Select Protocols > AEC from the main menu.




Alternatively you can click the AEC button on the Launch Pad page (home page).



2. In the AEC search page, find and open the current approved version of your application (see [How to Find and Open an AEC Application](#) for more details).
3. Click Workflow > Amendment from the menu located at the top of the page.

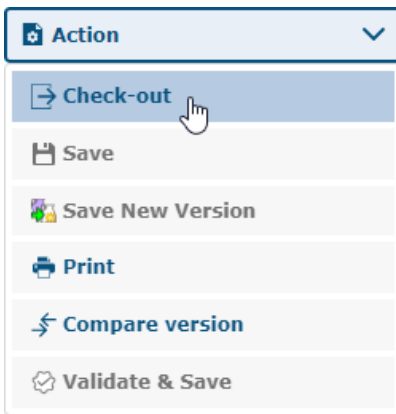


4. Enter a short comment to describe the amendment e.g. Adding new personnel. Click the OK button  to create the amendment.

A screenshot of the amendment form. It has a 'Comment:' label followed by a text input field. Below that is an 'Effective date*:' label with a date input field showing '05-Jul-2023' and a calendar icon. At the bottom are 'Ok' and 'Cancel' buttons.

Note: In the AEC Search page a new document version will be listed under the file with a document status of "Amendment".

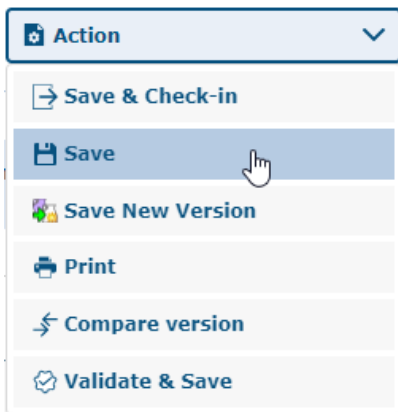
5. Click Action > Check-out from the menu located at the top of the page. Checking out a document assigns the document to you exclusively to make changes.



6. Use the grey navigation menu on the left to navigate between each section of the application and make the required changes.

General Information
Protocol/Forms Links
Personnel
Species
Study Segments
Number of Animals
Procedures
Procedures Training Verification
Anesthesia/Analgesia
General Training
Animal Husbandry/Housing
Justification
Safety & Hazards
Teaching/Breeding
PI Certification
AEC Review
Workflow History

While updating your application be sure to regularly save your responses by clicking Action > Save from the menu located at the top of the page. Once you have saved your application, you will be able to exit tick@lab and continue working on it at a later stage.

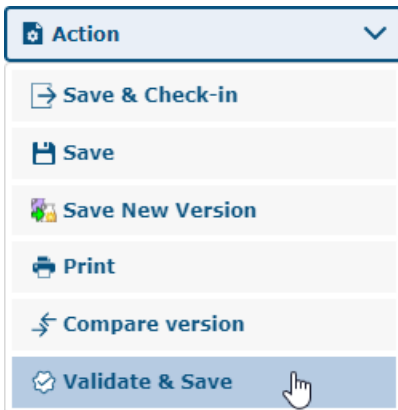


Please see [Working with AEC Applications](#) for more details on using tick@lab to enter your application.

For further details on entering specific sections of the application, please see the following pages:

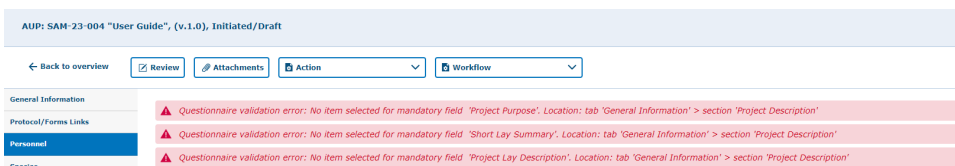
- a. [Selecting Personnel](#)
- b. [Selecting Species](#)
- c. [Study Segments, Number of Animals and Procedures](#)

7. Once you have completed making all the required changes to your application, click Action > Validate and Save. This will check to ensure all mandatory questions have been answered correctly.



8. After clicking Action > Validate and Save (or selecting a Workflow step e.g. Send for Signature) you may see validation messages shown in red at the top of the page. These messages indicate if there are any mandatory questions that have not been entered or an incorrect value has been entered. These items must be resolved before you can continue.

In the example below "No item selected for mandatory field 'Project Purpose'. Location: tab 'General Information' > section 'Project Description'.". This message is indicating the Project Description field on the General Information tab is mandatory and a value needs to be entered.




9. To submit the amendment, the PI and Co-investigators (nominated in the Signers section of the Personnel tab) must sign the application. Click Workflow > Send for signature.




10. Enter a short comment in the Workflow Comments pop-up to send to the document signers and click the Ok button



Comment:

Effective date*: 

11. Each of the document signers will receive an email notification from tick@lab to sign the application. The email includes a link that can be used to directly open the application in tick@lab (or alternatively it can be opened via the AEC search page). For each document signer, click the link in the email to open the application.



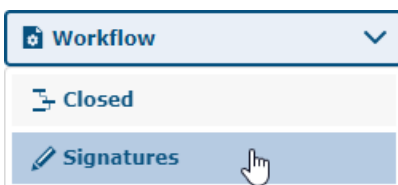
AEC Application Update

You're receiving this update because the following AEC Application is ready for signature.

Number: [SAM-23-060](#)
 Title: [User Guide](#)
 Status Comment:

For questions, please contact the Animal Ethics Officer (secretary.aec@sahmri.com) or your system administrator.

12. Click Workflow > Signatures from the menu at the top of the page.



13. Before signing the application, read and agree to the application submission conditions. Enter any comments and click the Sign button

to complete.

I, an investigator listed on this project, certify that:

- Respect for the welfare of these animals must underpin any decisions regarding the project and any actions should be in accordance with the requirements of the 8th edition of the Australian Code for the Care and Use of Animals for Scientific Purposes.
- All investigators listed on this project have personal responsibility for all matters relating to the welfare of the animals and must comply with the protocol and any changes approved by the AEC.
- Any unexpected adverse event or deviation to this protocol must be promptly reported to the AEC, via the AWO, following the current institutional guidelines.
- All records of the use and monitoring of animals used in the project are maintained. Records of the monitoring and assessment of animal wellbeing should be in accordance with AEC approved protocol.
- AEC approval of this project is dependent on the fulfillment of reporting requirements and project specific conditions of approval.

Sign of: SAM-23-004(1.0)

SIGNATURES

Name	Comment	Signed
Lyon, Matthew		

Comment

14. The amendment is now submitted and will progress through the AEC review and approval workflow. You will receive an email notification from tick@lab once the application has been reviewed and if there are any review comments to be addressed.