***Please read these instructions before completing this request***

* Use this form to request amendments to an approved LTIBC project. All changes made to the original LTIBC approved application and additional documents must be highlighted in between two asterisks\*\* or with track changes if using MS Word form. Please ensure to update all the relevant sections of the approved application.
* All references to updating of the application form are to the current application form. Use the most appropriate section if the section numbers do not correspond with an application made on an older form.
* All attachments must be resubmitted with the revised application including personnel training records, GM summary spreadsheets, SOPs and any other relevant documents.

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| 1. **Details of the approved project**
 |
| **LTIBC Number**  |       |
| **Project Title** |       |
| **Approval Dates** | Commencement date:       | Expiry date:       |
| **Approved Dealings** *(from Record of Assessment pg. 24 application form):* | Exempt Dealings: | NRLD: |
| **Principal Investigator** |       |
| **Previously approved amendment(s)** | [ ] YesPlease state the previously approved amendment number(s) and date(s) and briefly outline each request (e.g., addition of dealings).      | [ ] No |

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| 1. **Requested change(s)**
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| **2.1** [ ]  **Change of PI****Updated** [**Personnel Training Record**](https://www.latrobe.edu.au/__data/assets/word_doc/0005/1565807/Biosafety-Personnel-and-Training-Record-for-Dealings-with-GMOs-v2_28052024.docx) **Attached** [ ] yes[ ] no |
| **Title/Full Name** |       | **Telephone - Business** |       |
| **Position** |       | **Telephone - After hours** |       |
| **School/Institute** |       | **Staff ID/Student ID** |       |
| **Email** |       | **Completed compulsory BBAT Modules?** | [ ]  **Yes -** date completed:       |
| [ ]  **No** |
| **Reasons for Change** |  |
| Please update the personnel details section of the approved application (s2) |

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| **2.2** [ ]  **Addition of Personnel -** duplicate this section for each new person**Updated** [**Personnel Training Record**](https://www.latrobe.edu.au/__data/assets/word_doc/0005/1565807/Biosafety-Personnel-and-Training-Record-for-Dealings-with-GMOs-v2_28052024.docx) **Attached** [ ] yes[ ] no |
| **Title/Full Name** |       | **Telephone - Business** |       |
| **Position** |       | **Telephone - After hours** |       |
| **School/Institute** |       | **Staff ID/Student ID** |       |
| **Email** |       | **Completed compulsory BBAT Modules?** | [ ]  **Yes -** date completed:       |
| [ ]  **No** |
| Ensure all personnel are included on the personnel training record |

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| **2.3** [ ]  **Removal of Personnel** - duplicate this section for each new person |
| **Title/Full Name:**      | **Reason for removal:**      |

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| **2.4** [ ]  **Addition of Dealings –** add a new line for each additional dealing (NOTE: a new application must be submitted if the column C description of your additional dealing does NOT fit within the approved dealing classifications as outlined in part 1 of this form) **Updated GM Summary Spreadsheet Attached** [ ] yes[ ] no |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** | **L** |
| **Full name - include genus, species, strain name, and genetic nomenclature (if applicable)** | **Other names (e.g. nicknames)** | [**OGTR classification of dealings**](https://www.legislation.gov.au/F2001B00162/latest/text) | [**Dealing & Facility Type**](https://www.legislation.gov.au/F2001B00162/latest/text) | **Host (Genus and species)** | **Vector** | **Donor DNA (identity, class and species of origin)** | **Risk Group of Host organism (ie RG1-4)** | **Explanation of genetic modifications** | **Type of modification** | **Conferred Advantage** | **Source of the GMO (e.g. person or organisation)** |
|  |  | *e.g. Schedule 3, Part 2, Item 2.1(a) & (j)*  | *e.g. NRLD PC2* | *e.g. Mus musculus* | *e.g. CRISPR/Cas9 pLenti-EF1a-Cas-Guide (Lentiviral)* | *e.g. ROCK1 apoptosis regulatory genes from zebrafish (Danio rerio)* | *For micro-organisms* | *Include marker* | *May be multiple types. Del - Deletion; Ins - Insertion; SNP - single nucleotide polymorphism; Mut - mutation* | *Compared to WT host organism, select advantage, disadvantage, or neutral* | *e.g. WEHI or Own derivation* |
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| Please update the dealings classification and types of GMOs sections of the approved application (s9/s10) |

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| **2.5** [ ]  **Change of Approved Facilities -** add a new line for each facility  |
| **Building name** | **Room number(s)** | **Classification level and facility type** | **Certification number** | **Certification expiry date** | **Add/Remove** |
|       |       |       |       |       | [ ] Add [ ] Remove |
|       |       |       |       |       | [ ] Add [ ] Remove |
| Please update the facility details section of the approved application (s12) |

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| **2.6** [ ]  **Change of Approved Import/Export/Transport Conditions** |
| [ ]  Import GMOs into Australia [ ]  Export GMOs out of Australia[ ]  Transport GMOs between LTU Certified Facilities [ ]  Transport GMOs between LTU Certified Facilities and External Facilities [ ]  Import [Biosecurity relevant](https://bicon.agriculture.gov.au/) material into Australia | **Provide Details** (include details on the containment, transport and storage requirements of the specific GMO, facility details, import/export permits etc)**:**      |
| Please update the import/export/transport sections of the approved application (s16/s17/s18) |

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| 1. **List of attached documents -** add a new line for additional documents
 |
| **Document name** | **Last approved version number**  | **Last approved version date** |
| [ ]  Amended application form – Clean  |       |       |
| [ ]  Amended application form – Tracked  |       |       |
| [ ]  Personnel training record  |       |       |
| [ ]  GM summary spreadsheet  |       |       |

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| 1. **Declaration**
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| **By submitting this request, I, the Principal Investigator, declare that:**[ ]  Due care has been taken to ensure that the information I have provided is true and correct.[ ]  Additional personnel named in this request, if any, have read the revised application, understand their role and agree to perform their role strictly in accordance with that which is approved by the LTIBC.[ ]  The information contained in this request is given on the basis that it remains confidential in accordance with relevant University and statutory requirements. |
| **How to submit this form** |
| Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) 1. To find your ethics project click on the “My Ethics & IBC Projects” tile and select the Ethics Approval Number you wish to modify
2. Download your existing approved project application and other approved documentation
3. Make the relevant amendments to the approved application and other documentation and save as a tracked and clean copies of the updated documents
4. Navigate back to your project page in the [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) to create a new amendment request:
	* At the top right of the screen, select “Create Modification” from the drop-down menu
	* Upload the completed amendment form and updated documentation (including tracked and clean copies)
	* At the top of the screen click on “Submit to Research Office”
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