Route for submitting modifications

There are 4 possible types of modifications to an animal experiment:

1. a modification that can be dealt with by the AWB (e.g. new employee, different mouse strain
2. a modification without consequences for the numbers of animals, the discomfort level or the research question, looked at by the AWB, reported to the CCD
3. a modification that increases the number of animals or the discomfort level, to be looked at by the AWB for advice and by the CCD for to be judged
4. a modification that changes the research question: a new project licence application is necessary, via DEC and CCD

Responsible Researcher (RR) / Principle Investigator (PI)	Processing
Fill in the Modification form and send it to the AWB via info@ivd-utrecht.nl.	In case of type 1 or 2: The AWB will send a reply or an approval of the modification and will inform the CCD, if necessary. **Completion of the procedure**
	In case of type 3 or 4: The AWB will **contact** the **RR** in order to submit the modification to the CCD for approval, or to work on a new licence application.
At the request of the AWB you make **changes** in specific documents.	
Submit the changed documents via the **DEC website:** dec-utrecht.nl. The AWB will receive them automatically.	The AWB **processes** the modification request, checks for **completeness** and responds within **5 working days**.
Make any changes necessary to the documents and submit them again via the **DEC website** (dec-utrecht.nl).	Once the AWB approves the request, it will be **sent to the CCD**, whom will ask the DEC for advice. The CCD and the DEC can ask you questions. The AWB pays the fees and invoice them to your research group.
	You and the AWB receive notice bout the DEC-advice to the CCD.
	The CCD makes a decision and gives notice to anyone involved.
If the advice is **negative**, you must contact the AWB to analyse the project licence application and discuss the next steps to be taken.	The CCD will **correspond with you** for any additional information and to grant a licence. The correspondence from the CCD will also go to the AWB and the DEC .

Instantie voor Dierenwelzijn Utrecht
Animal Welfare Body Utrecht