**AEDC Amendment** **Checklist**

Inform AEDC Support if any details regarding the project change after an application has been submitted and/or approved. For applications that have received in-principal approval following review, an [Amendment Form](https://www.aedc.gov.au/resources/detail/project-amendment-form) must be submitted specifying any project changes.

This checklist will increase your chances of a successful and fast approval of your amendment. Please consider the following items prior to submitting your amendment. You should answer “yes” to each item.

|  |  |
| --- | --- |
| **Internal Reference Code** | **Yes** |
| Have you entered the Internal Reference Code?Tip: Usually, it follows the format of YYMMDD followed by letter A, B or C – Name of applicant e.g. 240409C-Johnson | [ ]  |
| **Section 1 – Project title, summary and applicant details** |  |
| Have you entered the project title correctly? Tip: The project title needs to be consistent across all submitted documents. | [ ]  |
| Have you entered the start date and end date of your project? Tip: the end date cannot be older than your Human Research Ethics Committee (HREC) approval date. | [ ]  |
| **Section 2 – Amendments** |  |
| Have you ticked all sub-sections you need to amend and provided details?Tips: * You might have more than one amendment to make, so please tick all sub-sections that apply.
* If your amendment relates to Authorised Data User or Permitted Data User, in addition to listing all the changes in the amendment form, as part of the recent updates to the AEDC Guidelines, you will also need to complete a new Authorised and/or Permitted Data User Certification forms. Please note, the recent changes to the AEDC Data Guidelines stipulate there must be an Authorised Data User for each organisation on the project. See section 5 of the [AEDC Data Guidelines](http://www.aedc.gov.au/aedc-data-guidelines) for more information.
* If new linkage datasets require new demographic variables, please clearly define them, and make sure that are strictly necessary to the proposed analysis. If new linkage datasets require geospatial variables smaller than SA2 level or equivalent, please provide justification for adding those geographical variables.
* If new data variables are required, please make sure the requested variables are relevant to the research project. If you have requested individual instrument items, please provide valid justification for these items (i.e. ATSI status, Special Needs status etc.)
 | [ ]  |
| **Section 3 – Signature** |  |
| Has the amendment been signed by both the Applicant and the Authorised Data User?Tip: If the Applicant and Authorised Data User is the same person, this form should be counter-signed by one of the additional applicants who will have a senior role in the project. | [ ]  |
| **Section 4 – Amendment to Data Variables** |  |
| Have you identified what year(s) you need data for by ticking the appropriate collection year(s)? | [ ]  |
| Have you selected all the relevant variables and provided a research aim/question? | [ ]  |

If you have answered ‘No’ to any of the above, then please revise your amendment accordingly before submission.

If you have any questions about submitting your amendment, contact the AEDC Support Inbox support@aedc.gov.au or call 1800 092 548. All amendments should be submitted to the AEDC Support Inbox: support@aedc.gov.au.