

Annual or Final Report

Background

* Annual reporting allows the ACEC to conduct a follow-up review of approved projects and activities to allow the continuation of approval for projects and activities that are ethically acceptable and conform to the requirements of the Code (2.3.2(iii)).
* Investigators must submit annual reports in time for the ACEC to review prior to the Animal Research Authority (ARA) expiry date. Conducting research without a current Animal Research Authority is an offence under the Animal Research Act 1985 which is punishable by a penalty or imprisonment.
* For projects longer than 12 months, an Annual Report MUST be submitted to AND approved by the Animal Care and Ethics Committee (ACEC) before a new ARA can be issued.
* Section 3 of this form is used to fulfil the University’s legal obligation to report animal usage to the Department of Primary Industries on Form L (Animal Research Act 1985)
* When an ARA expires, all animal work must cease until a current ARA is issued. The ACEC will be notified of all current applications with expired ARAs

# Section 1: Overview

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| --- | --- |
| **1.1.** Project Title: |  |
| **1.2.** ACEC Approval Number:  | A |
| **1.3.** Name of Chief Investigator: |  |
| **1.4.** School / Institute: |  |
| **1.5.** Project approval date: |  |
| **1.6.** Select the reason for this report: |

[ ]  **Annual Report**

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| **1.6.1.** What is the reporting period? | Click here to enter a date. to Click here to enter a date. |

(i.e. The last 12-month period between the anniversary of approval and the expiry date of the current ARA)

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| **1.6.2.** What is the status of the project? | [ ]  Ongoing [ ]  Not Started |
|  |  |

[ ]  **Final Report**

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| **1.6.3.** Is the study complete? | [ ]  YES [ ]  NO [ ]  Project Abandoned |
| Note: If project is not complete and requires continuation, CI must ensure a new application is submitted for review by ACEC |
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| **1.6.4.** Are animals still being held under the ARA | [ ]  YES [ ]  NO |

If YES, provide details on what will happen with these animals (e.g. nominate an active animal ethics protocol that they will be transferred to, or provide details on planned/approved rehoming activities)

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# Section 2: Purpose, Procedure, Species and Animal Numbers

*Please ensure the correct codes are selected for purpose, procedure, species and the fate of the animals. Add new rows as required.*

**3.1.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Purpose** | **Procedure** | **Species** | **Fate of animal(s)** | **Total number approved1** | **Total number used2** | **Number Used since last report3** |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |  |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |  |

1. Total number approved = Total number of animals originally approved or as amended.

2. Total number used = Accumulative total of animals used since the start of the project

3. Number used since last report = Number of new animals used during the period of the current report.

# Section 3: Amendments

**3.1.** List all previously approved amendments

 Note: Approved Amendments will be listed on the 2nd page of your most current ARA. Add new rows as required.

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| **Approval Date** | **Amendment Description** |
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# Section 4: Summary Report

**4.1.** Provide a lay description of the original project, its aims, progress and outcomes achieved to date.

Note: Consider how your work has contributed to obtaining significant information relevant to the understanding of humans/animals/the environment; or improving human/animal welfare or management; or achieving educational outcomes and/or competency requirements.

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**4.2.**  List any conference presentations, papers in progress or published, student projects completed, resulting from this project

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# Section 5: Animal Monitoring

*An example, completed (i.e. filled-out) monitoring sheet(s) for animals used for the reporting period must be provided to enable the ACEC to assess whether adequate monitoring was conducted by the research team.*

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| **5.1.** A completed copy of the ACEC-approved Animal Health Monitoring Sheet(s) is attached | [ ]  YES [ ]  NO [ ]  Project Abandoned |

**5.1.1.** If “NO” or “N/A” was selected, please provide an explanation:

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# Section 6: Unexpected Adverse Events or Animal Welfare Issues

**6.1.**  Provide a summary of:

 - Any unexpected adverse events (date of report and a brief description) AND/OR

- Any animal welfare issues that arose during this reporting period

 Note: Refer to past Adverse Event Reports if needed

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**6.2.**  If the project involved Category 5 (Major surgery with recovery) or Category 7 (Major physiological challenge) procedures, indicate the mortality rate for each procedure for the reporting period.

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| **Procedure** | **Mortality Rate (number of deaths/number of procedures)** |
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 6.2.1. If the actual mortality rate was higher than expected, please provide an explanation

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**6.3.** Provide details of any efforts made by the research team to address the 3Rs (Replacement, Reduction and Refinement) – including protocol changes discussed with AWO/ACEC

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# Section 7: Technical Competence and Research Team Training

**The Chief Investigator is responsible for:**

* Ensuring that a current copy of the Technical Competence Record (ACEC Application Form – Section 8) is available for review by the committee; AND
* As necessary, forwarding a copy to the relevant Animal Facility Manager or Coordinator.

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| **7.1.** Has a copy of the latest version of the Technical Competence Record (ACEC Application Form – Section 8) been attached? | [ ]  YES [ ]  NO  |

Note: Technical Competence Record must include number of animals/procedures successfully performed, and the date this was last carried out if applicable

 7.1.1. If “NO”, provide an explanation

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# Section 8: Certification by the Chief Investigator

**I agree that:**

* All the details in this report are correct;
* All amendments have been notified and approved before proceeding with experimental work;
* All personnel listed on the project have access to the most recent version of the ACEC approved project application and all amendments
* The work has been conducted as per the approved application and in accordance with the *Animal Research Act 1985* and *Regulation 2010*, and the *Australian Code for the Care and Use of Animals for Scientific Purposes 2013*.

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| Chief Investigator: |  |
| Signature: |  |
| Date: |  |

Final Checklist

Please ensure that the following attachments have been provided:

* An example Animal Monitoring Sheet used during the reporting period
* Technical Competence Records

Forward the completed and signed form and all relevant attachments to animalethics@westernsydney.edu.au

The report will be reviewed at the next available ACEC meeting. See [Meeting dates and submission deadlines](http://www.uws.edu.au/research/research_ethics_and_integrity/animal)