**About this form**

* Use this form to report on research and teaching projects approved by the AEC:
  1. for one year or less or
  2. at the conclusion of a project which has spanned several years

**Completing the form**

* This form can be completed electronically.
* Digital forms and electronic signatures are preferred.
* If you have any questions, please phone (02) 6933 4322 or contact [animalethics@csu.edu.au](mailto:animalethics@csu.edu.au)

**Submitting the report**

* The **Chief Investigator** is responsible for completing and submitting this form.
* Before submitting, please check that you have attached any supporting documents and attachments relating to this form.
* Ensure this form has been signed.
* Submit the complete form to [animalethics@csu.edu.au](mailto:animalethics@csu.edu.au)
* For agenda closing dates, see the AEC Meeting Schedule on the [AEC website](https://research.csu.edu.au/integrity-ethics-compliance/animal).

**Notification of outcome**

* The **Animal Ethics Partner** will notify the **Chief Investigator** of the outcome of their report via email within 10 working days of the meeting.

Se

1. Project and Personnel Identification

### 1.1 Project Details

|  |  |
| --- | --- |
| Protocol Number |  |
| Project Name |  |
| Chief Investigator  Title, position |  |
| Email |  |
| Phone |  |
| Project Type | Choose an item. |
| Time Period Covered in this Report (last 12 months) |  |
| End Date of Current Animal Use Authority |  |
| Date of Project Completion |  |

### 1.2 List All Personnel Involved in the Project

|  |  |
| --- | --- |
| Member #1 Name |  |
| Member #2 Name |  |
| Member #3 Name |  |

Copy the rows above as many times as required.

### 1.3 Volunteers

|  |  |
| --- | --- |
| Were volunteers involved in the project?  If yes, include in your submission a list of all supervised student volunteers involved in the project and briefly outline the duties undertaken. | Yes  No |

### 1.4 Animal Usage Details

Provide details of animals used during this reporting period.

If reporting wildlife surveys, please attach a list of all species and numbers surveyed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Animal species/strain  *Refer to* [*NSW DPI*](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0003/1330905/Guide-for-reporting-animals-used-in-research-v3.pdf) | **Purpose category**  *Refer to* [*NSW DPI*](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0003/1330905/Guide-for-reporting-animals-used-in-research-v3.pdf) | **Procedure category**  *Refer to* [*NSW DPI*](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0003/1330905/Guide-for-reporting-animals-used-in-research-v3.pdf) | **Total number approved for the project** | **Number used for the first time during the last 12 months** | **Cumulative number used to date** |
| Choose an item. | Choose an item. | Choose an item. |  |  |  |
| Choose an item. | Choose an item. | Choose an item. |  |  |  |

Add or delete rows as necessary.

|  |  |
| --- | --- |
| Did the number of animals used vary from the number approved? | Yes  No |
| If yes, please provide details: | |

Provide details of any unexpected adverse events for this period

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Animal ID | **Incident Date** | **Date reported to AEC and report number** | **Number of animals affected** | **Brief description of cause and modifications made to reduce mortality. If not reported to AEC, why not?** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Provide details of any animal deaths that occurred that were not related to unexpected adverse events for DPI reporting purposes. |
|  |

1. Review of Whole Project

|  |  |
| --- | --- |
| Provide a summary of the full project, with reference to the aims stated in your approved application. | |
|  | |
| Were the project aims achieved? | Yes  No |
| If no, explain why they were not achieved. | |
|  | |

|  |  |
| --- | --- |
| Has the wellbeing of the animals been consistent with that anticipated in the project application | Yes  No |
| If no, provide details: | |
|  | |
| How might future procedures be modified to reduce any impact on animal welfare? | |
|  | |

|  |
| --- |
| Did you have to use emergency procedures during the length of this project? If yes, provide details. |
|  |

|  |
| --- |
| Please attach a sample/s of a completed monitoring sheet used during the project. |

|  |  |
| --- | --- |
| What was the fate of the animals when the project was completed? Select all that apply.  *Refer to* [*NSW DPI*](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0003/1330905/Guide-for-reporting-animals-used-in-research-v3.pdf) | F1 – Retained in project  F2 – Retained for use in other projects or supplied to another establishment/individual for research  F3 – Retired from research and kept by the establishment/individual  F4 – Privately (non-research) owned and remained with owner  F5 – Rehomed (as companion animal to private (non-research) home or rehoming organisation)  F6 – Euthanised or died relating to the project  F7 – Euthanised or died unrelated to the project  F8 – Euthanised because unsuitable to be rehomed  F9 – Euthanised because unable to find a suitable home  F10 – Remain free living in the wild or released to the wild |
| If rehoming was approved by the AEC as part of this project, please provide details of the animals rehomed: |  |

|  |
| --- |
| Provide details of any publications and/or presentations that have resulted from the project to date. |
|  |

|  |  |
| --- | --- |
| I intend to submit a new application for this work to continue. | Yes  No |

3. Chief Investigator Declaration

By signing below, I declare that the above details are correct and that the project has been conducted in compliance with the Animal Research Act 1985 and the Australian Code for the Care and Use of Animals for Scientific Purposes and the conditions of the AEC approval.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | **Date** |  |