**About this form**

* Use this form to renew research and teaching projects which have been approved by the AEC for more than one year. Annual reports will be considered at the next available AEC meeting.
* It is recommended applicants allow two AEC meetings prior to expiry of the current Animal Use Authority. It is the Chief Investigator’s responsibility to ensure Annual Reports are submitted in time for approval to be given **PRIOR** to the expiration of an Animal Use Authority. Failure to do so will result in project approval expiry and the submission of a new application will be required to continue the animal use activity.
* Do not use this form if this is the end of the maximum three-year approval for your project, or if your project has concluded. After three years all project approvals expire. At project conclusion or approval expiration an **End of Project Report** is required

**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

**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
* For agenda closing dates, see the AEC Meeting Schedule on the [AEC website](https://research.csu.edu.au/integrity-ethics-compliance/animal).
* Work must not commence without written approval from the AEC. If your application is urgent, please type **‘URGENT’** in the subject line of your email when you submit your application.

**Notification of outcome**

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

**Do not assume a request for continuation has been granted until you are formally advised by the Animal Ethics Committee in writing.**

1. Project and Personnel Identification

### 1.1 Project Details

|  |  |
| --- | --- |
| Protocol Number |  |
| Project Name |  |
| Chief InvestigatorTitle, position  |  |
| Email |  |
| Phone |  |
| Project Type | Choose an item. |
| Time Period Covered in this Report (last 12 months) |  |
| End Date of Current Animal Use Authority |  |
| Indicate if this report is the | [ ]  1st annual report[ ]  2nd annual report |

### 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 over the year? 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. |
|  |

|  |
| --- |
| Give details on the fate/disposal of animals. |
|  |

1. Review of prior year

|  |
| --- |
| Provide a summary of the project progress with reference to the aims stated in your approved application during this reporting period. |
|  |
| 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 this project? If yes, provide details. |
|  |

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

|  |
| --- |
| Give details on the fate/disposal of animals. |
|  |

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

1. Application for Continuation Project

3.1. SOPs

It is the responsibility of the Chief Investigator to ensure that any SOPs used in the project are current. Any SOPs expired at the end of this annual period must be updated and submitted with this annual report.

|  |
| --- |
| Please list all SOPs used in the project along with the [expiry date](https://research.csu.edu.au/integrity-ethics-compliance/animal/sops/standard-operating-procedures). |
|  |

3.2. Changes to Project

|  |
| --- |
| Indicate below any element of the project which will change for your continuation request. |
| [ ]  Project title[ ]  Names and qualifications of Chief Investigator and all others directly involved in the project[ ]  The people performing the procedures or their competency[ ]  The aims of the project and the procedures to be employed[ ]  Details of the scientific or educational aims of the project[ ]  Details of the project techniques, including surgical or other procedures to be used, doses of anaesthetics, analgesic, tranquilising agents, methods to be adopted to ensure that anaesthesia is adequate and if animals are to be killed, the method by which they will be killed humanely[ ]  Source of animals or any permits for obtaining animals[ ]  Number of animals required[ ]  Justification for this number of animals[ ]  Details of animal care and housing during the project, including location[ ]  Arrangements made for the disposal of animals at the completion of the project[ ]  Justification of the project in terms of potential value, obtaining or establishing significant information relevant to the understanding of humans or animals, to the maintenance and improvement of human and animal health and welfare, to the improvement of animal management or production, or to the achievement of educational objectives[ ]  Reasons why animals are necessary for the project and why techniques which do not use animals have been rejected as unsuitable[ ]  Justification of any repetition of any previously performed project[ ]  Identification of and justification for all procedures which have the potential to cause pain or distress[ ]  Details of how the animals will be monitored during the project[ ]  Details of monitoring procedures used to ensure that when neuromuscular or similar blocking agents are used, the potentially painful nature of any such procedure is blocked by appropriate anaesthesia and analgesia[ ]  Justification for research which may cause pain or distress, but in which anaesthesia or analgesia cannot be used (such research includes certain toxicological, pathogenic and animal production studies. The planned endpoint and the reason for its choice must be given and justified. Death as an endpoint must be avoided where possible and if unavoidable must be fully justified by the Investigator. Measures to be taken to minimise pain or distress must be detailed)[ ]  Identification of, and justification for, the use of any animal that has been the subject of previous research[ ]  Any features of the proposal which raise special ethical consideration[ ]  Any health risks to other animals, or staff |
| A modification request must accompany this Annual Report for any areas identified above |
| Details of continuation request |
| Start date of continuation period (usually the end date of current authority) |  | **End date of continuation period (end of project date or one year from starting date)** |  |

4. Declarations

### 4.1 Chief Investigator

The person responsible for the project. If the application is on behalf of a student, the Chief Investigator must be the student’s supervisor and is required to be contactable for animal emergencies.

|  |
| --- |
| Declaration of Responsibilities |
| As Chief Investigator, I confirm that:[ ]  All information in this application is true and accurate, to the best of my knowledge.[ ]  I have completed the Charles Sturt University ELMOs entitled ‘*Animal Care and Ethics*’, and ‘*Research Integrity’* within the last three years.[ ]  The use of animals in this project will comply with the NSW Animal Research Act 1985, Animal Research Regulation 2021, the Australian Code for the Care and Use of Animals for Scientific Purposes, NHMRC 8th ed. 2013 (The Code, updated 2021), and any other legislation, guidelines and conditions imposed by other jurisdictions where applicable.[ ]  All personnel listed in this application have been provided with a copy of the application, have agreed to being listed, and are familiar and will comply with the requirements of the Code.[ ]  I understand that only procedures documented in this application and approved by the AEC are permitted, and that a modification request must be submitted prior to any changes to this project.[ ]  I understand my reporting obligations to the AEC, including for unexpected adverse events, and annual and final reports.[ ]  I accept ultimate responsibility for the conduct of all procedures detailed in this application, and for the supervision of all personnel delegated to perform any such procedures.[ ]  I accept ultimate responsibility for all matters relating to the welfare of all animals used during this project.[ ]  I understand that I have an obligation to treat the animals with respect.[ ]  I agree to comply with any conditions imposed by the AEC and communicate with the AEC as required.[ ]  Adequate resources, including funding and personnel, will be available for the conduct of the project.If applicable:[ ]  I have personally inspected the animal housing/holding facility to be used during this project and I am satisfied regarding the smooth running of the housing facility for the duration of the project. |
| Signature |  | **Date** |  |

### 4.2 Head of School / Centre Director Signature

***Review the entire report and read the declaration below. If you have any concerns or amendments, please advise the Chief Investigator. If you approve, please sign below using your digital signature, and email a copy of this form back to the Chief Investigator.***

**Declaration**

By signing below, I declare that I have read this report and I confirm the level of internal investment, resources and staff time that has been described is available and sufficient to complete this activity.

|  |  |
| --- | --- |
| HOS/Centre Director Name |  |
| School or Institute Name |  |
| Email address |  |
| Signature |  | **Date** |  |