Instructions

* Annual reporting is necessary on all projects. Where dual or multiple clearances have been obtained, the institute which HOLDS the animals is responsible for reviewing the report, however the annual report must be forwarded to all AECs that have approved the project.
* After completing this form please refer to the relevant Animal Ethics Committee for the preferred method of submission via Word or pdf.

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| --- |
|[ ]  ANNUAL or FINAL REPORT FOR APPROVED ANIMAL BREEDING COLONY APPLICATION (Section A) |
|[ ]  PROGRESS REPORT (Section B) |
|[ ]  FINAL REPORT (Complete in addition to Section B if project is completed) (Section C) |
|[ ]  CERTIFICATION & SIGNATURES (Section D) (Compulsory) |

|  |  |  |  |
| --- | --- | --- | --- |
| **AEC Project Number:** | Click or tap here to enter text. | **Approval period including Existing Expiry Date:** | Click or tap here to enter text. |
| **Title of Project:** Click or tap here to enter text. |
| Name of Primary Applicant | Click or tap here to enter text. |
| Applicant’s Institution and Department | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |
| Contact person for this application (if not the Chief Investigator or Alternate Chief Investigator) | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |

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| Approval to share information | By submitting this application I give approval for this application and any information relating to it to be shared by relevant Animal Ethics Committees and the Animal Welfare Unit within the Department for Environment and Water for the purposes of administration, approval and monitoring.[ ]  I approve  |
| Approval Date | Click or tap to enter a date. |
| Approval Expiry Date | Click or tap to enter a date.If the project is about to expire, and you wish to continue it, please ensure that an extension of time or a new application is submitted promptly. |
| Commencement Date | Click or tap to enter a date. |

|  |
| --- |
| **If you applied for grant funding was your application successful?** [ ]  Yes [ ]  NoIf Yes, name of the granting body:Click or tap here to enter text. |
| **Status of the Project:** |
|[ ]  Not Commenced\* |[ ]  Ongoing (not completed) |
|[ ]  Commenced; no animals used in 2023 |[ ]  Completed |
|[ ]  Commenced; animals used in 2023 |[ ]  Withdrawn |
| \*For projects Not Commenced, please state reason here, and then go to Section D, Certification and Signatures.Click or tap here to enter text. |

**SECTION A. ANNUAL or FINAL REPORT FOR APPROVED BREEDING COLONY APPLICATIONS**

[ ]  Annual Report [ ]  Final Report

|  |
| --- |
| A1 ANIMAL USE |
| **Species and Strain** | **Number of Animals in the colony as breeding stock and all progeny in year\*** | **Number of Animals allocated to experimental protocol in year\*\*** |
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\* The total number of animals to be reported to the AEC under the breeding colony approval.

\*\* The number of animals to be reported to the AEC under the research/teaching project approval(s).

A2 PROGRESS / OUTCOME

If you answer Yes to any of the questions in this section, please provide details.

A2.1 Has there been any adverse effect on animal wellbeing not described in the approval breeding application or phenotype report (as applicable)?

[ ]  Yes [ ]  No

Click or tap here to enter text.

A2.2 Were there any problems that affected/impacted the breeding of the animals?

[ ]  Yes [ ]  No

Click or tap here to enter text.

A2.3 Do you have enough information to provide/generate a Passport/Phenotype Report (if applicable)?

[ ]  Yes [ ]  No

Click or tap here to enter text.

A3 GO TO SECTION D CERTIFICATION & SIGNATURES

**SECTION B. 2023 PROGRESS REPORT**

B1 REDUCTION, REFINEMENT, REPLACEMENT

Please outline below any initiatives further to those outlined in your initial application that you have since undertaken to reduce the number of animals used, improve the manner in which they are housed or used or which have enabled you to replace animals with alternatives.

Click or tap here to enter text.

B2 HAVE THERE BEEN ANY APPROVED MINOR AMENDMENTS IN 2023?

[ ]  Yes [ ]  No

If Yes, specify details of minor amendments submitted in 2023 below.

Click or tap here to enter text.

B3 PURPOSE OF THE PROJECT(cross primary purpose only)

|  |
| --- |
|[ ]  The understanding of human or animal biology. |
|[ ]  The maintenance or improvement of human or animal welfare. |
|[ ]  The improvement of animal management or production. |
|[ ]  The achievement of education objectives. |
|[ ]  Environmental study. |

B4 ANIMAL USE

|  |
| --- |
| Record the number of animals **ACTUALLY USED** for this project in the 12 month period. If more than one animal type or procedure has been involved please make separate entries so these can be differentiated. |
| **Animal Category**(Refer to attached table 1) | **Animal Type** (List each type separately) | **Total Number of Animals Approved** (Include modifications) | **Total number actually used to date** | **Number of animals remaining on the project** | **Number of animals used between 01/1/2023 and 31/12/2023** | **Animal Impact –** **Procedure**(Refer to attached table 2) | **Place where animals are held**  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **Is animal use greater or less than expected at this stage of the project?**Give reasons:Click or tap here to enter text. |

B5 PROGRESS

B5.1 Briefly summarise the results of the study so far. Please indicate whether the research objectives are being achieved.

Click or tap here to enter text.

B5.2 Have there been any problems that have affected/impacted the progress of the project? Briefly explain the problems.

Click or tap here to enter text.

B5.3 Has the impact on animals been as you expected and included in your original AEC application?

[ ]  Yes [ ]  No

If No, please state whether the welfare outcomes were better or worse than anticipated and whether this has improved your methodology.

Click or tap here to enter text.

B5.4 Have there been any modifications to the project that have not been referred to the AEC for approval? Briefly explain the modifications.

Click or tap here to enter text.

B5.5 Has a minor modification request been granted in 2023 and what impact has this had on the project?

Click or tap here to enter text.

B5.6 Have any animal welfare issues arisen that are inconsistent with those anticipated in the original proposal or an approved modification? Please comment on any Adverse Incident reports forwarded this year and evaluate the welfare cost of the animal impact of the project.

Click or tap here to enter text.

B6 ANIMAL RESEARCH FACILITIES

(where animals are housed within an institution)

B6.1 Are there any deficiencies in the provision of animal research facilities or services which inhibit your research program or which impact on the welfare of your animals?

Click or tap here to enter text.

B6.2 In what way could the infrastructure be improved to assist your research?

Click or tap here to enter text.

B7 SUPPLY OR ANIMAL QUALITY PROBLEMS

(where animals are sourced from an external or internal research facility)

Click or tap here to enter text.

B8 ANY OTHER COMMENTS THAT YOU WISH TO MAKE?

(e.g. the AEC system generally, animal house facilities and staffing, etc)

Click or tap here to enter text.

**SECTION C. FINAL REPORT**

C1 RESULTS

C1.1 Give a brief lay language summary of the aims and achievements of the project.

Click or tap here to enter text.

C1.2 Were the original aims achieved?

Click or tap here to enter text.

C1.3 Did the number of animals used vary from the number approved?

[ ]  Yes [ ]  No

If Yes, why did any major discrepancies occur?

Click or tap here to enter text.

C1.4 Was the wellbeing of the animals consistent with that anticipated in the proposal?

Click or tap here to enter text.

C1.5 Please briefly review the welfare/wellbeing impact of the animal procedures performed in this study and comment on any unexpected or untoward adverse effects, deaths or premature euthanasia that occurred. Special reference must be made to Adverse Incident reporting during the reporting year.

Click or tap here to enter text.

C1.6 Discuss any changes that you might make to future projects as a result of findings from the project.

Click or tap here to enter text.

C1.7 Based on your experiences in this study, do you have any comments/advice for those performing similar procedures in the future (efficiencies/improvements which others should know about)? How can the welfare impact be reduced?

Click or tap here to enter text.

C1.8 Publications resulting from the project. List full citation detail – please use style appropriate to your discipline.

Click or tap here to enter text.

C1.9 Conference presentations. Detail conference title, date, title of presentation, presenter.

Click or tap here to enter text.

C1.10 Research Higher Degree completions: Student name/s, type of degree, date of thesis submission/award of degree.

Click or tap here to enter text.

C1.11 Award of patent/s? If so, please provide dates of application and award.

Click or tap here to enter text.

C1.12 Have there been any other noteworthy outcomes from the project? If so, please provide details.

Click or tap here to enter text.

C1.13 Has/will this project lead to Grant Applications? If so, complete the following:

|  |  |
| --- | --- |
|  a) Name of granting body |  |
|  b) Title of funding application |  |
|  c) Chief Investigator |  |
|  d) Institution |  |
|  e) Date of application |  |
|  f) Outcome – Funded/not funded/ pending (indicate as appropriate) |  |

**SECTION D. CERTIFICATION & SIGNATURES**

|  |
| --- |
| I, the Primary Applicant for this project, certify that, except where indicated above, this project has been conducted in accordance with the approved protocol. |
| NameClick or tap here to enter text. | SignatureDate Click or tap to enter a date. |

|  |
| --- |
| **AEC Use Only** |
| Date ReceivedClick or tap to enter a date. | Action TakenClick or tap here to enter text.Date of AEC meeting for considerationClick or tap to enter a date. | Signature of Chair, AEC |

Tables for Question B4

Table 1 – Categories of animal types

National categories, as agreed by the Animal Welfare Working Group on 27 March 2007.

To apply with the national standards, fish have been included within some ethics committees’ reporting.

|  |  |
| --- | --- |
| CATEGORY | DESCRIPTION |
| Amphibians | Amphibians |
| Aquatic Animals | Cephalopods, Crustaceans , Fish, other aquatic animals |
| Birds | Exotic Captive, Exotic Wild, Native Captive, Native Wild, Poultry, other birds |
| Domestic Mammals | Cats, Dogs, Cattle, Deer, Goats, Horses, Pigs, Sheep, other domestic mammals |
| Exotic Feral Mammals | Camels, Cats, Cattle, Goats, Hares, Horses, Mice, Pigs, Rabbits, Rats, Wild Dogs and Foxes, other exotic feral mammals |
| Laboratory Mammals | Ferrets, Guinea Pigs, Hamsters, Mice, Rabbits, Rats, other laboratory mammals |
| Native Mammals | Dasyurids, Koalas, Macropods, Native Rats and Mice, Possums and Gliders, Wombats, Monotremes, Seals, Whales and Dolphins, other native mammals |
| Primates | Baboons, Macaques, Marmosets, other primates |
| Reptiles | Lizards, Snakes, Turtles and Tortoises, other reptiles |
| Exotic Zoo Animals | Exotic Zoo Animals |

Table 2 - Animal impact (procedure)

|  |  |
| --- | --- |
| CATEGORY | IMPACT |
| Observational Studies | e.g. behavioural study, feeding trial, pitfall trapping, obtaining weights and body measurements. |
| Animal Unconscious No Recovery | Animal killed prior to commencement of project or killed while under general anaesthetic e.g. killing animals for voucher specimens. |
| Minor Conscious Intervention No Anaesthesia | e.g. injections, leg-banding, blood sampling, fitting radio-collars, attaching transmitters with glue or tape, toe or ear clipping for identification purposes, implanting microchips without anaesthesia. |
| Minor Procedures With Recovery | e.g. organ biopsies, attaching radio-collars or transmitters under anaesthesia, implanting microchips under anaesthesia, removing teeth, micro CT. |
| Major Surgery With Recovery | e.g. bone surgery, implanting abdominal radio-transmitters. |
| Minor Physiological Challenge | e.g. minor infection, minor or moderate genetic deformity, early oncogenesis, residue testing. |
| Major Physiological Challenge | e.g. major infection, oncogenesis without pain alleviation, environmental deprivation for extended periods. |
| Death as an Endpoint | e.g. lethality testing, vaccine testing where death is a planned and necessary part of the study (see [Code definition](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes/australian-code-care-and-use-animals-scientific-purposes-code) and Clause 1.13) |