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| ANNUAL PROGRESS / FINAL REPORT  |
| **Important noteS*** Submission of Annual Reports is a condition of ongoing approval. Projects for which no report has been received by the due date will be **suspended on the 1 February.**
* It is an offence under the *Animal Research Act 1985* to carry out **research** without holding an **Animal Research Authority (ARA).** ARAs are valid for one year, expire on 1st February each year and are renewed **after an annual report was approved** by the Animal Ethics Committee at the January meeting.

**Instructions for Submissions**This form needs to be filled in electronically and **signed by the Principal/Coordinating Investigator**. Please submit an **electronic copy** of the completed report to the email addresses below. |
| **Email** the complete form to nslhd-research@health.nsw.gov.au |

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| 1. **Report Details**
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| [ ]  **Progress report for period** 01 January \_\_\_\_\_\_\_\_\_ to 31 December \_\_\_\_\_\_\_\_\_\_ |
| [ ]  **Final report for period** \_\_\_\_\_ / \_\_\_\_\_\_ / 20\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ |
| Insert year for progress report. Insert year and date of completion/termination for final report. |
| 1. **PROJECT DETAILS**
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| NSLHD reference |  |
| Protocol title |  |
| AEC approval date |  | AEC expiry date |  |
| NB. This form **cannot** be used to request an extension of approval. Extension requests must be submitted using the application for amendment form. The AEC expiry date is to include any amendments for extension of time **which have been approved by the AEC**. |
| Chief investigator |  |
| Department |  |
| 1. **STUDY CONDUCT**
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| 1. Current status of project

If not yet commenced or terminated/abandoned, you **MUST** provide a reason for the delay in commencement or the reason for termination. | Not yet commenced [ ]  | Estimated commencement date:Reason for delay: |
| In progress [ ]  | Estimated completion date: |
| Completed [ ]  | Completion date: |
| Terminated/abandoned [ ]  | Completion date:Reason for termination: |
| 1. Amendments to protocol
 | Have there been changes to the AEC approved protocol since the last progress report (incl. personnel changes)?Yes [ ]  No [ ]  |
| Have changes to the protocol been submitted for AEC review prior to implementation?  |
| Yes [ ]  N/A (no amendments)[ ]  No [ ]  | If no, please detail why not and submit ASAP using the *AEC Protocol Amendment to Approved Study* form on the Research Office website |
| 1. Adverse events
 | Have any adverse/unexpected events occurred since the last progress report (including unanticipated deaths)Yes [ ]  No [ ]  |
| Have all Adverse Events/ Unexpected Adverse Events been submitted for AEC review?  |
| Yes [ ]  N/A (no events)[ ]  No [ ]   | If no, please detail why not and submit ASAP using the *AEC* *Adverse or Unexpected Event Report* form on the Research Office website |
| 1. **STUDY OUTCOMES TO DATE – complete for all studies, not only final reports**
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| Lay summary of findings to-date |  |
| Details of publications or reports (including funding reports) accepted or in press |  |
| Details of any presentations given |  |

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| 1. **ANIMAL USAGE DETAILS**Please enter the number of animals allocated for the first time for this protocol for the reporting period. This may not be the same as the number ordered or authorized. In the Primary Purpose column enter the most appropriate numerical code (A1 – A10) from those listed below and as per your AEC application form to describe the primary purpose of the project. Each project should have **only one primary purpose**. Please insert or delete rows as required.
 |
| **Species** | **Strain** | **Number of Animals**  | **Primary Purpose** |
|  |  | If you have ticked **‘Not yet commenced’** (C.1), please list ‘0’ animals here | **If ‘0’ animals were used,** list ‘*Primary Purpose’* as per your AEC application (*Primary Purpose* is listed on the COVER SHEET of the application form) |
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|  |  |  |  |
| Please insert or delete rows as required |
| **PRIMARY PURPOSE** | **Explanatory notes**Please select **ONE** *primary* purpose and indicate the number of animals used for the purpose (i.e. the total number of animals used in the reporting year for the protocol) |
| A1 *Stock breeding*  | Breeding projects to produce new teaching or research stock. Include the animals used to produce progeny and any breeders or progeny culled in the process, NOT the final progeny themselves (as these will be counted under the project in which they go on to be used). |
| A2 *Stock maintenance* | Holding projects for animals maintained for use in other projects. These animals may be maintained under an ethics authority because they require special management. If they are not held under an authority, (e.g. normal stock animals kept mainly for commercial production, but occasionally used in research) then they are only counted in the project where they are used for teaching/research. |
| A3 *Education* | Projects carried out for the achievement of educational objectives. The purpose of the project is not to acquire new knowledge, rather to pass on established knowledge to others. This would include interactive or demonstration classes in methods of animal husbandry, management, examination and treatment. |
| **A4*****Research: human or animal biology***  | Research projects which aim to increase the basic understanding of the structure, function and behaviour of animals, including humans, and processes involved in physiology, biochemistry and pathology. |
| **A5 *Research: human or animal health and welfare*** | Research projects which aim to produce improvements in the health and welfare of animals, including humans. |
| **A6 *Research: animal management or production*** | Research projects which aim to produce improvements in domestic or captive animal management or production. |
| **A7 *Research: environmental study*** | Research projects which aim to increase the understanding of animals’ environment or their role in it. These will include studies to determine population levels and diversity and may involve techniques such as observation, radio tracking or capture and release.  |
| **A8 *Production of biological products*** | Using animals to produce products other than milk, meat, eggs, leather, fur, etc.*Examples** *Quality Assurance testing of drugs* butdo not include animals which come under Purpose 10, below.
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| **A9 *Diagnostic procedures*** | Using animals directly as part of a diagnostic process. |
| **A10 *Regulatory product testing*** | Projects for the testing of products required by regulatory authorities, such as the APVMA. **If the product testing is not a regulatory requirement, eg. it is part of a quality assurance system only, those animals should be included in the appropriate category selected from above.** (This would be normally be category 8 in the case of QA testing.) |

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| **PROCEDURES** | **Explanatory notes**See box on the next page for more instructions on how to complete this table | Please indicate the number of animals used for each procedure/s. Each animal should be counted only once, and should be counted in its highest impact category (see bottom of page for example). **If ‘0’ animals were used:** list ‘*Procedures’* **as per your AEC application** (refer to *the* cover sheet of the application form). Tick the respective option and list ‘0’ animals in the right column. The animals listed below are the same animals as those allocated for the first time for the current reporting period and listed at the start of section E. The total number of animals listed for primary purpose should match the total number of animals listed for the procedures table. |
|  |  | Check box to indicate procedure used | Number of animals for this procedure – please indicate species if more than one used in reporting year |
| **P1 *Observation involving minor interference*** | Animals are not interacted with or, where there is interaction, it would not be expected to compromise the animal's welfare any more than normal handling, feeding, etc. There is no pain or suffering involved. |[ ]   |
| **P2 *Animal unconscious without recovery*** | Animal is rendered unconscious under controlled circumstances with little or no pain or distress. Capture methods are not required. Any pain is minor and brief and does not require analgesia. Procedures are carried out on the unconscious animal which is then killed without regaining consciousness. |[ ]   |
| **P3 *Minor conscious intervention*** | Animal is subjected to minor procedures which would normally not require anaesthesia or analgesia. Any pain is minor and analgesia usually unnecessary, although some distress may occur as a result of trapping or handling. |[ ]   |
| **P4 *Minor surgery with recovery*** | Animal is rendered unconscious with as little pain or distress as possible. A minor procedure such as cannulation or skin biopsy is carried out and the animal allowed to recover. Depending on the procedure, pain may be minor or moderate and post-operative analgesia may be appropriate. Field capture using chemical restraint methods is also included here. |[ ]   |
| **P5 *Major surgery with recovery*** | Animal is rendered unconscious with as little pain or distress as possible. A major procedure such as abdominal or orthopaedic surgery is carried out and the animal allowed to recover. Post-operative pain is usually considerable and at a level requiring analgesia. |[ ]   |
| **P6 *Minor physiological challenge*** | Animal remains conscious for some or all of the procedure. There is interference with the animal's physiological or psychological processes. The challenge may cause only a small degree of pain/distress or any pain/distress is quickly and effectively alleviated. |[ ]   |
| **P7 *Major physiological challenge*** | Animal remains conscious for some or all of the procedure. There is interference with the animal's physiological or psychological processes. The challenge causes a moderate or large degree of pain/distress which is not quickly or effectively alleviated. |[ ]   |
| **P8 *Death as an endpoint*** | This category only applies in those rare cases where the death of the animal is a planned part of the procedures and animals die but are not euthanased (e.g. LD50 testing). Where predictive signs of death have been determined and euthanasia is carried out before significant suffering occurs, they may be placed in category 6 or 7. |[ ]   |
| **P9 *GMO Production*** | This category is intended to allow for the variety of procedures which occur during the production of genetically modified animals. As animals in this category may be subjected to both minor and major physiological challenges and surgical procedures, this category reflects the varied nature of the procedures carried out. It effectively includes ALL animals used in GM production other than the final progeny which are used in a different category of procedure. |[ ]   |

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| **Guidance for completion of procedures table**1. The number listed across procedure categories must match the total number used as listed in table E.
2. Each animal should be counted once, and should be counted in the highest procedure category only:
3. Examples:
	1. **Example 1:** You have 100 mice. All 100 undergo procedure P4, and all 100 undergo procedure P7. You should list 100 for procedure P7. You will not list any for procedure P4 because all of the mice underwent something in a higher impact category.
	2. **Example 2**: You have 100 mice. All 100 undergo procedure P1, and 50 of them undergo procedure P4. You should therefore list **50** for procedure P1, and **50** for procedure P4.
	3. **Example 3**: You have 100 mice. 50 undergo procedure P2, all 100 undergo procedure P3, and 10 undergo procedure P7. You should list **90** for procedure 3, and **10** for procedure P7. You will not list any for procedure P2 because all of the mice underwent something in a higher impact category.
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1. **INVESTIGATOR DECLARATION**

I confirm that this project has been conducted as originally approved by Northern Sydney Local Health District Research Ethics Committee (and subject to any changes subsequently approved as amendments).

I confirm that this project continues to be conducted in compliance with the NHMRC Australian code for the care and use of animals for scientific purposes 8th edition – 2013, the Animal Research Act – 1985, and Animal Research Regulation – 2010.

I confirm that this report accurately reflects the progress of the project.

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| **Date** |  | **Name of Coordinating Investigator** |
| Contact for enquiries: Name | email | phone |  | **Signature of Coordinating Investigator** |

List your contact details here