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| **Animal Ethics Committee (AEC)** FINAL REPORT FORM |

The NSW Animal Research legislation stipulates that “investigators and teachers must inform the Animal Ethics Committee (AEC) when an approved project is completed or discontinued” (code citation here?)

This Final/ Report serves to inform the University and the AEC how the animals have been used. Information from this report is included in the UNE’s Annual Statistics Report to NSW Department of Primary Industries, or other relevant state licencing bodies, as well as the Annual Report to the Institution.

The contents of this report are based upon the requirements of the legislation.

**What is a Final** **Report and when should it be completed?**

A **Final Report** is submitted when the use of the animals for this project is completed or no longer intended to be used for the previously approved purposes. It informs the AEC that you have completed, abandoned or did not commenced your research and what the outcomes were, if any. It also allows the AEC to determine whether the animal usage in this project has been justified and if the research was conducted as approved.

**Answers to questions must be:**

* + - Entered into the spaces provided – these can be expanded if you require more room, although answers should be kept as concise as possible while at the same time providing the required detail. **Do not** answer questions with “see attached” or “not applicable”.
    - Questions requiring a Yes/No/N/A answer should be answered by **selecting** the relevant check box
    - Answered in **plain English**. Where it is necessary to use technical terms, these must be explained in the first instance.

**Submit final report to:** [animalethics@une.edu.au](mailto:animalethics@une.edu.au)

* + - **Incomplete** reports **will not** be accepted; nor will **old** **versions of the report**. It is your responsibility to ensure that your document is complete and on the latest version.
    - Final Reports should be submitted electronically either as a word document or a colour pdf. Hardcopies will be accepted but must be submitted in colour.

**Questions can be directed to:** Animal Ethics Secretary - 02 6773 2890

Research Services, T.C Lamble Building, University of New England NSW 2351

**It is advisable to keep an electronic copy, complete with signatures, for your personal records**

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| **Do not submit page 1 with your final report** |



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| Animal Ethics Committee (AEC)FINAL REPORT FORM |

ALL questions MUST be answered. **Do not delete** any questions or any part of a question. Use plain English. This form relates to the data collection phase, **only**, of your research and **not** the writing up phase.

**1. ADMINISTRATION**

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| **1.1** | **Project Details:** | |
| **Authority Number:** |  |
| **Principal investigator:** |  |
| **Project Title:** |  |
| **Expiry Date of this Project:** |  |
| **Date the use of the animals for this project was completed:** |  |

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| **1.2** | **Please indicate if this project is:** | | |
|  | Complete | *Continue to section 2* |
|  | Abandoned/Not Commenced | *Please give a brief report below explaining why the project was abandoned or did not commence and then go directly to the Declaration (section 5).* |
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**2. ANIMAL USAGE DETAILS**

**The information contained in question 2.1 is required for UNE’s annual legislative reporting process.**

* You must report each cohort of animals used.
* A cohort is defined as animals that underwent the same **procedures**, **fate** and were used in the same **state/territory**. For example, Cohort 1 may include 150 animals that were weighed and their blood was collected. Cohort 2 (n = 450 animals) may have also been weighed but blood was not sampled. Cohorts should be described on a separate line.
* **An individual cannot be listed on multiple lines.**
* **TIP:** Review your original application when answering this question.

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| **2.1** | **Provide details of the animals used for this project.** |

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| **Species**  **No.** | **Primary Purpose No.** | **List all procedure numbers used**  Select all that apply | **Total number used** in this reporting period  (12 months) | **Calendar year** in which animals were used | **Cumulative number of animals used** for the life of the project | **Total number of animals approved** for these procedures for the life of the project (including variations) | **Fate of animals** | **State/territory in which animals were used** |
| Select a Species | Select Primary Purpose | P1  P2  P3  P4  P5  P6  P7  P8 |  |  |  |  | Select ‘Fate of Animal’ | Select a State/Territory |
| Select a Species | Select Primary Purpose | P1  P2  P3  P4  P5  P6  P7  P8 |  |  |  |  | Select ‘Fate of Animal’ | Select a State/Territory |
| Select a Species | Select Primary Purpose | P1  P2  P3  P4  P5  P6  P7  P8 |  |  |  |  | Select ‘Fate of Animal’ | Select a State/Territory |
| Select a Species | Select Primary Purpose | P1  P2  P3  P4  P5  P6  P7  P8 |  |  |  |  | Select ‘Fate of Animal’ | Select a State/Territory |

*(Add rows as necessary)*

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| **2.2** | **Did the number of animals used vary from the number approved?** *If* ***Yes****, please explain the discrepancies between the number of each species of animal which were approved and the number used and what effect this discrepancy had on the project.* | **YES** | *(give details below)* |
| **NO** |  |
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| **2.3** | **Was animal mortality expected?** (this does **not** include animals that had been listed under ‘P2 – animal unconscious without recovery’ in the answer to question B7).  *If* ***Yes****, please explain the expected mortality percentage, the actual mortality percentage and explain any differences.* | **YES** | *(give details below)* |
| **NO** |  |
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| **2.4** | **Provide details of any unexpected adverse incidents in the table below** | | | |
| Adverse Event No. provided by the AEC | Date Reported to AEC | Number animals affected | Briefly describe the cause and modifications made to safeguard animal welfare.  *If not reported to AEC, explain why?* |
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*(Add rows as necessary)*

It is the policy of the Animal Ethics Committee (AEC) that unexpected adverse events, including unexpected deaths, are reported to the AEC within 24 hours.

**3. PROJECT SUMMARY**

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| **3.1** | **List the aim(s) of the approved project and describe how these have been achieved (or are being achieved). If the aims have not been achieved, please explain why.** |
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| **3.2** | **Was there any changes to the approved project?**  *If* ***Yes,*** *please provide details including whether an amendment application was submitted.* | **YES** | *(give details below)* |
| **NO** |  |
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| **3.3** | **Describe any issues that may have interfered with progress of the project.** |
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| **3.4** | **Outline the knowledge gained in this project.**  *When completing this question ensure that you refer to your original application and the proposed anticipated outcomes.*  *This is a great opportunity to provide feedback to the AEC members about the context, importance and status of your research. Be sure to provide an answer in plain English with a focus on knowledge gained and the justification for the use of animals. You may also like to refer to the proposed aims and anticipated outcomes in the original application.*  ***Note:*** *A failed experiment can sometimes provide great knowledge to guide future research and the use of images are welcome.* |
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| **3.5** | **If rehoming was approved by the AEC as part of this project, please provide details of the animals that were rehomed and attach relevant** [**UNE transfer of ownership**](https://www.une.edu.au/__data/assets/word_doc/0005/347243/Transfer-of-ownership-Form.docx) **form(s)** |
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| **3.6** | **Are there any gaps in the current SOPs used in this project?** |
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**4. THE 3Rs**

**Describe how your project implemented the 3rs, and how your experience during this project may inform future projects.**

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| **4.1** | Describe the alternatives to animal use that you considered and/or adopted in this project. What was your experience with **replacement** in this project? How will your experience in this project inform your future projects?  *e.g. Identified knowledge to replace part, or all, of animal use for future projects.* |
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| **4.2** | Did your experimental design meet the anticipated outcomes of the project? |
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| **4.3** | Describe the procedures and conditions that were undertaken in your project to minimise suffering, distress, and negative effects and describe how you promoted positive animal welfare?  How will your experience with **refinement** in this project, inform your future projects and was there any particular findings of note?  *e.g. evidence of successful species-specific enrichment program implemented, housing management, transportation.* |
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| **4.4** | **Would you like to be considered for the** [**UNE 3rs award**](https://www.une.edu.au/research/ethics-and-grants/animal-research-ethics/animal-ethics-3rs-award) **for any of the aforementioned progress listed in section 4?** | **YES** |  |
| **NO** |  |

**5. CODE COMPLIANT RECORD KEEPING**

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| **5.1** | **Have you included a copy of your monitoring and assessments of animal wellbeing records?**  (see 2.4.18, 2.4.30 – 2.4.32 and 3.1.22 [sections of the code](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes#toc__1359)) | **YES** |  |
| **NO** | *(give justification below)* |
| **NA** |  |
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**6. DECLARATION**

*By signing this report, you confirm that the research has been conducted in compliance with the conditions of AEC Approval, the Animal Research Act and the Australian Code for the Care and Use of Animals for Scientific Purposes.*

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| **Print Name** | **Signature** | **Date** |
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| **Comments**  You are invited to add comments to supplement your final report if you think something has not been covered, or to provide feedback on this form. |
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