

|  |
| --- |
| **Animal Ethics Committee (AEC)** PROGRESS 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”

This Progress Report serves to inform the University and the AEC how the animals have to date 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 Progress Report?** A progress report is submitted to inform the AEC how your research is progressing. This report is submitted along with a variation should you request a time extension beyond the 12 months originally 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.

**Before you submit:**

* + - **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.
    - Progress Reports should be submitted electronically either as a word document or a colour pdf. Hardcopies will be accepted but must be submitted in colour.

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

**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**

|  |
| --- |
| **Do not submit page 1 with your progress report** |



|  |
| --- |
| Animal Ethics Committee (AEC)PROGRESS REPORT FORM |

ALL questions MUST be answered. **Do not delete** 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**

|  |  |  |
| --- | --- | --- |
| **1.1** | **Project Details:** | |
| **Authority Number:** | AEC |
| **Project Title:** |  |
| **Expiry Date of this Project:** |  |

|  |  |  |
| --- | --- | --- |
| **1.2** | **Principal Investigator/Project Supervisor Details:** | |
| **Name** (title, given name & surname) |  |
| **Phone No (**Work/Mobile**)** |  |
| **Email Address** |  |

|  |  |  |
| --- | --- | --- |
| **1.3** | **Please indicate if this report is the:** | |
|  | 1st Progress Report |
|  | 2nd Progress Report |

**2. ANIMAL USAGE DETAILS**

|  |  |
| --- | --- |
| **2.1** | **Provide details of the number of animals approved for the life of the project, and the number of animals actually used during the reporting period at the time of completion of this report.**  **The information contained in this question is required for UNE’s annual legislative reporting process.**   * If your project ran over two calendar years (e.g. June 2019 to June 2020) please complete a new line for each year. * Only include the primary purpose used in this research (i.e. one purpose number **only** is required for reporting when all animals fall under that procedure). * If more than one procedure was used for the same species please *specify (i.e. if a total of 100 sheep were approved and 50 sheep were used in procedure 1 and 50 sheep were used in procedure 2 they should be reported as two separate line items. If all 100 sheep were used under procedures 1 and 2, report the highest procedure number* ***only****)* * Complete additional lines where there are different fates of animals within the project. * Complete an additional line for different state/territory where animals were used. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Species**  **No.** | **Purpose No.**  Select Primary Purpose Only | **Procedure No**.  Complete a new line for each procedure used | **Total number of animals approved** for the life of the project (including variations) | **Calendar Year** in which animals were used | **Total number used** in this calendar year | **Fate of animal/s No.** | **State/Territory in which animals were used** |
| Select a Species | Select Primary Purpose | Select a Procedure |  |  |  | Select ‘Fate of Animal’ | Select a State/Territory |
| Select a Species | Select Primary Purpose | Select a Procedure |  |  |  | Select ‘Fate of Animal’ | Select a State/Territory |
| Select a Species | Select Primary Purpose | Select a Procedure |  |  |  | Select ‘Fate of Animal’ | Select a State/Territory |
| Select a Species | Select Primary Purpose | Select a Procedure |  |  |  | Select ‘Fate of Animal’ | Select a State/Territory |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  |
|  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.4** | **Provide details of any unexpected adverse incidents in the table below** | | | | |
| Species & Trial ID | Adverse Event No. | Date Reported to AEC | Number animals affected | Briefly describe the cause and modifications made to reduce mortality.  *If not reported to AEC, explain why?* |
|  |  |  |  |  |
|  |  |  |  |  |

*(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 PROGRESS SUMMARY**

|  |  |
| --- | --- |
| **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.** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.2** | **Have there been any changes to the approved project?**  *If* ***Yes,*** *please provide details including whether a variation will be/has been submitted.* | **YES** | *(give details below)* |
| **NO** |  |
|  | | |

|  |  |
| --- | --- |
| **3.3** | **Describe any problems that may have interfered with progress of the project.** |
|  |  |

|  |  |
| --- | --- |
| **3.4** | **Describe the methods taken towards the improvement of the 3Rs (Replacement, Reduction, Refinement)**  *e.g. methods of enrichment that were successful etc.* |
|  |  |

|  |  |
| --- | --- |
| **3.5** | **Are there any outcomes to date?**  *When completing this question ensure that you refer to your original application and the proposed anticipated outcomes* |
|  |  |

|  |  |
| --- | --- |
| **3.6** | **How could any relevant SOPs be improved?**  *Are there any gaps in the current SOPs provided?* |
|
|  |

**4. PRINCIPAL INVESTIGATOR SIGNATURE**

*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.*

|  |  |  |
| --- | --- | --- |
| **Print Name** | **Signature** | **Date** |
|  |  |  |

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