Ethical clearance is granted for a **maximum period of four years**.

A ***Final Report*** must be completed:

* at the end of the approval period,
* if the project is completed early; or
* if a project is abandoned.

Submit the completed and signed electronic version to [ethics@cdu.edu.au](mailto:ethics@cdu.edu.au) by the [submission deadline](http://www.cdu.edu.au/research/ori/animal-ethics) prior to your project expiry date.

If the project is to continue beyond 4 years, you are required to submit a Final Report as well as a ***New Project and Permit Application (or New Project and Permit Application (Wildlife))*** form. Work on the project cannot continue until the New Project and Permit Application form has been approved by the CDU AEC.

1. **Project Details:**

|  |  |
| --- | --- |
| Project No. |  |
| Title |  |
| Principal Investigator |  |
| Lead Organisation |  |

**Duration of Project:**

1 Year  2 Years  3 Years  4 Years

1. **Project Summary:**

**Brief Description of the Project**:

Provide a short paragraph in lay terms describing the project**.**

|  |
| --- |
|  |

1. **Project Outcomes:**

**3.1 Give a brief summary of the results achieved since beginning the project.**

|  |
| --- |
|  |

**3.2 Did the project meet its original aims?**

|  |
| --- |
|  |

**3.3 Were there any problems that interfered with the progress of the project?**

|  |
| --- |
|  |

**3.4 List any publications or presentations (or planned publications) resulting from this project.**

|  |
| --- |
|  |

**3.5 Is there any work which remains to be completed?**

|  |
| --- |
|  |

1. **Animal Health and Welfare:**

**4.1 Were there any unexpected adverse events that lead to the death or injury of an animal(s) in the last 12 months?**

|  |  |
| --- | --- |
| Yes | No |

If ‘Yes’ was an **Unexpected Adverse Event (UAE) Report** submitted? If not, provide a summary below and attach a **UAE Report** with this **Final Report**.

**Please note**: the submission of a UAE Report is required at the time of the event.

|  |
| --- |
|  |

**4.2 Were there any expected adverse events that lead to the death or injury of an animal(s) in the last 12 months?**

These events must have been accounted for in the original project application, for example, expected mortality or injury with trapping, natural attrition in long term captive animals etc.

|  |  |
| --- | --- |
| Yes | No |

If ‘Yes’, provide details (including animal number, species, cause of death/injury and where appropriate, location)

|  |
| --- |
|  |

**4.3 Address the principles of Replacement, Reduction and Refinement**

**This section must be completed. Not Applicable (NA) is not an acceptable answer.**

Please outline below original and new initiatives you have 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.

|  |
| --- |
| *Replacement:* |

|  |
| --- |
| *Reduction:* |

|  |
| --- |
| *Refinement:* |

**4.4 Were there any animal welfare complaints or investigations over the previous 12 months?**

|  |  |
| --- | --- |
| Yes | No |

If ‘Yes’ provide details of these including the outcomes.

|  |
| --- |
|  |

1. **Animal Usage** 
   1. **Detail the total animal usage over the previous 12 months in the table below**

**Please Note:**

* If animals were approved but not used, please include in the below table and insert “0” in the Actual Number Used column.
* For observational studies, please provide accurate numbers and as much detail as possible on species of target and non-target animals.
* If there are a number of different Procedure Codes per Species Category, please report the numbers for each Procedure Code in a separate row.
* For more information on Procedure Codes, please refer to the *Guide to Completing the CDU AEC Project and Permit Application.*
* This table is an Excel Spreadsheet, double-click to open the table, click back on the text to close. Some fields use Drop-down Menus. You can cut and paste this table or its fields into/out of Excel.



**5.2 If voucher specimens were taken in the last 12 months, provide details in the table below (or provide attachment)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location and Date of Collection** | **Justification for Collection** | **Specimen Identified?**  **If yes, name. If no, likely ID** | **Museum or Institution at which Specimen has been Lodged** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Other Project Comments (OPTIONAL):**

|  |
| --- |
|  |

**6. DECLARATION BY PRINCIPAL INVESTIGATOR**

1. I declare that the use of animals and my conduct in this project has complied with the *Animal Welfare Act* (or equivalent legislation if interstate) and the current edition of the ‘*Australian Code for the Care and Use of Animals for Scientific Purposes’*, NHMRC Policies, CDU AEC Policies and Procedures and any directions given by the CDU AEC;
2. I have provided the information contained within this report and any attachments and declare that the information is true; and
3. I am aware that it is an offence to make a statutory declaration that is false in any material particular.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | at | on |
| Full Name of  Principal Investigator | Signature | Place | Date |