Ethical clearance is granted for a **maximum period of four years**. Researchers and coordinators of teaching units are required to provide an annual ***Progress Report*** to the AEC **before** each anniversary of the project commencement date. The project approval is contingent on submission of a satisfactory annual Progress Report.

For projects with more than 2 years approval, investigators must re-apply for an Animal Research Permit after the second year. This can be done by completing ***Declaration******Form A* (Principal Investigator)** and ***Form B* (Co-Investigator or person performing animal work unsupervised)** and submitting it with the Year 2 ***Progress Report*** to ethics@cdu.edu.au by the appropriate [submission deadline](http://www.cdu.edu.au/research/ori/animal-ethics).

If the project has been completed or abandoned, a ***Final Report*** should be submitted to the AEC.

**PRIOR to submitting this Progress Report, please confirm that the following items are included (where applicable):**

[ ]  **All sections** (including section 4.3 Replacement, Reduction and Refinement) are all individually answered.

[ ]  **Section 6 Declaration** is signed by the Principal Investigator.

[ ]  **Animal Usage Table** is completed using the drop-down bar function. Please complete even if the animal usage was zero. If the table does not fit in the document, please send the excel spreadsheet separately.

[ ]  **For Year 2 Reports**: Declaration **Form A** is completed and signed by the Principal Investigator

[ ]  **For Year 2 Reports**: Declaration **Form B** is completed and signed by ALL co-investigators and/or persons performing animal work unsupervised

[ ]  **For projects that are NOT conducted at a permanent animal housing facility**: Ensure you have attached photographs/video footage showing the project’s progress and compliance (including site set-up, animal housing, animal handling, and procedures performed).

[ ]  **For projects involving more than the immediate catch and release of animals**: Ensure that you attach copies of your animal monitoring record sheets.

1. **Project Details:**

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

**Reporting Year of Project:**

[ ]  Year 1

[ ]  Year 2 **(Renewal of Animal Research Permits must also be attached for all investigators)**

[ ]  Year 3

If you are reporting on Year 4, please use the ***Final Report*** form. If the project is to continue beyond 4 years, you are also required to complete a ***New Project and Permit Application (or New Project and Permit Application (Wildlife))*** form.

1. **Project Summary:**

**Brief Description of the Project**:

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

|  |
| --- |
|  |

1. **Project Progress:**

**3.1 Give a brief summary of the results achieved since beginning the project and in particular over the last 12 months.**

For projects not conducted at a permanent animal housing facility, please provide images (still/motion) that illustrate the project’s progress (e.g. site location with set-up, traps, animal housing, animal handling, procedures performed, animal monitoring sheets etc).

**Please note**: **the provision of the above material is a requirement of your project approval.**

|  |
| --- |
|  |

**3.2 Is the project meeting its original aims?**

|  |
| --- |
|  |

**3.3 Have there been any problems that have interfered with the progress of the project?**

|  |
| --- |
|  |

**3.4 List any publications or presentations that have resulted from this project in the last 12 months.**

|  |
| --- |
|  |

**3.5 To provide justification to continue, describe what work remains to be done over the next year.**

|  |
| --- |
|  |

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 **Progress 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 response.**

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**

**5.1 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 numbers used are approaching numbers approved, please complete a Project Amendment Form to request a change to animal numbers (available on the CDU AEC Website).
* 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 |

\*For Year 2 Progress Reports: ensure you have attached Animal Research Permit renewal forms for all investigators (Forms A and B)

\*For Projects not conducted at a permanent animal housing facility: ensure you have attached photographs/video footage showing the project’s progress and compliance including site set-up, animal housing, animal handling, and procedures performed. For projects involving more than the immediate catch and release of animals, also attach copies of your animal monitoring record sheets.