# Progress Report

## CDU Animal Ethics Committee

AEC Approval 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. **Continuing project approval is contingent on submission of a satisfactory annual Progress Report.**

It may be helpful to refer back to the [***Guide to Completing the CDU AEC Project and Permit Application***](https://www.cdu.edu.au/files/2019-11/how-to-complete-aec-pp-application.pdf)when completing this 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.](https://www.cdu.edu.au/research-and-innovation/industry-collaboration/animal-ethics/meeting-dates-and-submission-deadlines)

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:**

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

[ ]  **Valid licence for the use of animals in research or teaching.** Please indicate your current licence expiry date and take note of any need to apply for renewal.

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

[ ]  **Animal Usage Table.** An Animal Usage Spreadsheet using the template supplied on the CDU AEC website has been attached as a separate excel file.Pleasecomplete using the drop-down bar function. This must be completed even if the animal usage was zero.

[ ]  **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 field projects/projects for which a site inspection has not occurred**: 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 |  |
| Licence number |  | Licence Expiry Date |  |

**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**.**

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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 field projects/projects for which a site inspection has not occurred, 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). Please also provide animal monitoring sheets.

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

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

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

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

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

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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?**

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| --- | --- |
| [ ]  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.

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**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.

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| --- | --- |
| [ ]  Yes | [ ]  No |

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

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**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 in the previous 12 months 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 means using non-animal alternatives to achieve the same result, if at all possible.**

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| *Replacement:*  |

**Reduction means using as few animals as you can to achieve the proposed aims, whilst maintaining statistical significance.**

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| *Reduction:*  |

**Refinement: means the steps taken to ensure that every procedure, husbandry practice and housing option is designed, maintained and/or conducted to minimise the adverse impacts on animals.**

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| *Refinement:*  |

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

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| [ ]  Yes | [ ]  No |

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

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1. **Animal Usage**
	1. **Detail the total animal usage over the previous 12 months reporting period.**

Please use the ***Animal Usage Spreadsheet-Progress Report*** available on the [CDU AEC Website](https://www.cdu.edu.au/research-and-innovation/industry-collaboration/animal-ethics/applying-for-approval/forms). Once completed, submit the spreadsheet as a separate electronic file together with this Progress Report and supporting media via email to ethics@cdu.edu.au.

**Please Note:**

* If animals were approved but not used, please include in the spreadsheet and insert “0” in the Actual Number Used column.
* For observational studies, please provide the best accuracy possible and also report on numbers for non-target animals sighted. For camera trapping it is acknowledged that animal use numbers may represent camera trigger events versus actual numbers.
* If numbers used are approaching or exceeding 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. Please note that each individual animal should only be assigned one Procedure Code- this is the Code determined to have the largest impact on the animal’s wellbeing.
* For more information on Procedure Codes, please refer to the *Guide to Completing the CDU AEC Project and Permit Application.*

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

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

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1. **Licence Details**

**For all non-CDU organisations:** Please provide the contact details for the organisation Executive Officer/Director/Head of Department (the Licensee representative- this should not be the Principal Investigator).

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| **Name:** |
| **Position:** |
| **Email address:** |
| **Contact phone numbers** | **T:** | **M:** |

If your licence is set to expire over the next 12 months, please note that you must apply for a renewal at least 6 weeks in advance. Failure to do so can result in ethics approval being suspended, and the cessation of all research and teaching activities. Please see the [Animal Welfare Authority](https://nt.gov.au/environment/animals/animal-welfare/apply-for-licence-for-animals-in-teaching-or-research) website for additional information.

1. **DECLARATION BY PRINCIPAL INVESTIGATOR**
2. 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;
3. I have provided the information contained within this report and any attachments and declare that the information is true; and
4. I am aware that it is an offence to make a statutory declaration that is false in any material particular.

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| --- | --- | --- |
|  |  | on |
| Full Name  | Signature  | 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 housing animals long term 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 sheets/clinical record sheets showing monitoring for pain/distress and any defined intervention points.