**Final Report**

**CDU Animal Ethics Committee**

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, together with the ***CDU AEC Animal Usage Spreadsheet*** (template supplied on the CDU AEC website)to [ethics@cdu.edu.au](mailto:ethics@cdu.edu.au) by the [submission deadline](https://www.cdu.edu.au/research-and-innovation/industry-collaboration/animal-ethics/meeting-dates-and-submission-deadlines) 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 |  |
| Project Approval Date |  |
| Project Expiry Date |  |

**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**.**

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1. **Project Outcomes:**

Project Complete  Project abandoned  Project to be renewed

**3.1 Give a brief summary of the work conducted in the last 12 months of the project**

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**3.2 Give a brief summary of the results achieved overall for the project.**

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

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

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

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

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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?**

|  |  |
| --- | --- |
| 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.

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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.

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

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 for the project.**

Please use the ***Animal Usage Spreadsheet-Final 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 Final Report and supporting media via email to [ethics@cdu.edu.au](mailto: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 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)**

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

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| --- | --- | --- |
|  |  | on |
| Full Name | Signature | Date |