**Please read these instructions before completing this report.**

* An Annual Report must be submitted annually for all AEC-approved projects.
* The report must be submitted on the anniversary of AEC project approval date.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * 1. **Project Details** | | | | | | |
| **AEC Number** |  | | Reporting Period (e.g. Year 1, Year 2, Year 3, etc.) | | |  |
| **Project Title** |  | | | | | |
| **Approval Dates** | Commencement date Click or tap to enter a date. | | | Completion date Click or tap to enter a date. | | |
| **Principal Investigator** |  | | | | | |
| **Please list any other approvals or permits required (including LTIBC approvals)** | | | | | | |
| Approval/Permit |  | Expiry date | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * 1. **Animal Details** | | | | | |
| * 1. **Does this project use GM animals or animals with an adverse phenotype?** | | **Yes**  Updated Phenotype Reports must be attached for each animal strain for which phenotype information has changed since submission of the last Annual Report. (*Changes could include changes in observed behaviour or, for animals not yet fully characterised, total length of time monitored, number of generations monitored, etc.)* | | | **No** |
| * 1. **Animals used** (Add rows as required) | | | | | |
| **Species** | **Strain** (Provide details for GM animals) | | **Total number**  **approved** | **Number used in the**  **calendar year** | **Cumulative number**  **used to date** |
|  |  | |  |  |  |
|  |  | |  |  |  |
| **2.3 Please provide reasons for any discrepancies between the number of animals requested and the number actually used.** | | | | | |
| **2.4 Please provide brief details of any unexpected adverse events that were reported during the year.** | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| * 1. **Report** | | |  |
| **3.1 Aim(s) of the project** | | | |
| **3.2 Provide a brief description of work done during this calendar year and progress made towards achieving the aims. Include comments on any outcomes to date. Use plain English.** | | | |
| **3.3 Has the wellbeing of the animals been consistent with that anticipated in the project application?** | **Yes** | **No** Please provide details. | |
| **3.4 Please list any conditions that were imposed by the AEC upon approval or as a result of an incident or amendment request and state how these conditions have been complied with.** | | | |
| **3.5 Please describe any difficulties encountered and/or unexpected findings/outcomes and how these were addressed.** | | | |
| **3.6 Please provide a list of published or submitted papers emanating from this project to date.** | | | |
| **3.7 Please provide any additional information that would be helpful to the AEC (for example, suggested methods for reducing any negative impact on animal welfare or methods for reducing or replacing the use of animals).** | | | |

|  |
| --- |
| * 1. **Declaration** |
| **By submitting this request, I, the Principal Investigator, declare that:**  Due care has been taken to ensure that the information I have provided is true and correct.  The information contained in this report is given on the basis that it remains confidential in accordance with relevant University and statutory requirements.  The research has been conducted in compliance with the Australian Code for the Care and Use of Animals for Scientific Purposes, 8th Edition 2013 and the conditions of AEC approval. |
| **How to submit this form** |
| Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) to lodge an annual report:   1. To find your ethics project click on “My Ethics Approvals” tile and select the Ethics Approval Number you wish to submit an annual report for 2. At the top of the screen the “down” arrow and click “Create Annual Report” 3. Upload completed report 4. At the top of the screen click on “Submit to Research Office” |