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

* An Unexpected Adverse Event (UAE) is an event that may have a negative impact on the wellbeing of animals and was not foreshadowed in the approved project or activity.
* Prompt action must be taken in response to unexpected adverse events and emergencies, including alleviation of pain and distress.
* When an animal dies unexpectedly, or is humanely killed due to unforeseen complications, a necropsy should be performed by a competent person.
* UAEs must be reported without delay to [animalethics@latrobe.edu.au](mailto:animalethics@latrobe.edu.au) and then this form submitted once all subsequent follow-up actions have been completed.
* **If information provided on this form is sourced from person(s) other than the Principal Investigator, please provide the full name of those persons in parentheses following the provision of that information.**

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| 1. **Project details** | |
| **AEC Number** |  |
| **Project Title** |  |
| **Principal Investigator** |  |
| **Date of UAE** |  |
| **Location of UAE** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Animal details**   Add rows, as required | | | | | | |
| **Animal ID**  **(if applicable)** | **Species** | **Strain** | **Genotype**  **(if applicable)** | **Sex** | **Age**  **(at time of UAE)** | **Number affected** |
|  |  |  |  |  |  |  |

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| 1. **Details of Unexpected Adverse Event** | | |
| * 1. **Description** | Describe the event and include details of the symptoms and/or signs exhibited by the animal(s). | |
| * 1. **Background** | What treatments/procedures had been performed on the animal(s) prior to the event? Include a timeline of events and expected phenotype of the animal(s), if relevant. | |
| * 1. **Action(s) taken** | What action was taken when the event happened or was discovered? | |
| * 1. **Investigation** | What investigations have taken place (e.g., necropsy, histopathology, etc.)? | Name of the person who undertook the investigation: |
| * 1. **Results of investigation (e.g., necropsy report)** | Insert a description of any reports & attach a copy. | |
| If an animal died and a necropsy was not done, please explain why. | |
| Why/how do you think this event occurred? | |
| * 1. **Action(s) to be taken** | What immediate and/or long-term actions are required to prevent a recurrence of this event? | |
| Will a Request for Amendment (to change the approved application) and, for example, a phenotype report, monitoring sheet(s) and monitoring protocol, SOPs, training/competencies be submitted to the AEC as a result of the event and before the suggested actions are implemented? | |
| * 1. **Additional information (optional):** |  | |

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| 1. **Declaration** |
| By submitting this Unexpected Adverse Event Report, **I**, **the** **Principal Investigator**, declare that  due care has been taken to ensure that the information I have provided is true and correct, and  the information contained in this report is given on the basis that it remains confidential in accordance with relevant University and statutory requirements. |
| **How to submit this form** |
| Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) to lodge an Unexpected Adverse Event report:   1. To find your ethics project click on “My Ethics Approvals” tile and select the Ethics Approval Number you wish to submit a report for 2. At the top of the screen the “down” arrow and click “Create UAE/Safety Report” 3. Upload completed report and any other relevant documentation 4. At the top of the screen click on “Submit to Research Office” |